



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
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NGB-ARH

26 OCT 2006

MEMORANDUM FOR The Military Personnel Management Officers of All States,
Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: Warrant Officers – Federal Recognition and Related Personnel Actions
(NGR 600-101) Implementing Draft (NGB-ARH Policy Memo # 06-068)
change

1. Reference, National Guard Regulation (NGR) 600-101, Warrant Officers – Federal Recognition and Related Personnel Actions, dated 1 October 1996.
2. The enclosed implementing policy is authorized for use as an implementing draft until the final version of the regulation is published. This policy supersedes the current (and all other versions) NGR 600-101.
3. The projected publication date of NGR 600-101 is undetermined, however on 13 October 2006, the NGB-JA final review determined the NGR 600-101 legally sufficient. Until official publication, the revisions in this implementation policy must be utilized, without exception. The effective date of this implementation policy is 26 October 2006.
4. Upon publication of NGR 600-101, it is imperative that each chapter is read in its entirety, as well as the references to other chapters throughout the regulation that pertain to Army National Guard warrant officer policy and personnel management. Be advised that minor revisions as well as several references may be modified and adjusted to the current layout of the regulation during the final editing process.
5. This memorandum and implementing policy will expire upon the publication of the new NGR 600-101.
6. Point of contact is Regulations Branch, DSN 327-3298, or (703) 607-3298.

Encl
as

for William J. Stogel, LTC, Deputy
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COL, GS
Chief, Personnel Policy
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SUMMARY OF CHANGE

NGR 600-101

WARRANT OFFICERS - FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS

This revision - -

- Adds responsibilities of State Command Chief Warrant Officer (1-4b)
- Incorporates information contained in other regulatory guidance concerning service obligations and fulfillment requirements (1-9)
- Modifies list of predetermination requirements (2-8)
- Delegates authority to the Adjutant General for approval of certain waivers (2-15)
- Expands list of personnel actions not requiring Federal Recognition Board action (3-6g)
- Delegates authority to the Adjutant General to extend warrant officers in the grades of W1-W4 beyond age 60 up to a maximum age of 62 years and 2 months (4-9)
- Relocates procedures for transfer to ARNG unit of another state to chapter 4 (4-10)
- Adds procedures for Military Occupational Specialty redesignation (6-3)
- Promotion from WO1 to CW2 does not require ASI or SQI qualification (7-2d)
- Modifies Table 7-2. Minimum Military Educational Requirements for Promotion and Time in Grade Required for Course Enrollment
- Deletes provisions to allow retroactive promotion of warrant officers who have passed their Promotion Eligibility Date (9-10)

Contents (Listed by paragraph number)

Chapter 1	Para
introduction	
Purpose	1-1
References	1-2
Explanation of abbreviations and terms	1-3
Responsibilities	1-4
Policy	1-5
Rank relativity	1-6
Powers and duties	1-7
Commissioning of Chief Warrant Officers	1-8
Service Obligations	1-9
 Chapter 2	
Appointments	
General	2-1
Federal recognition	2-2
Temporary Federal recognition	2-3
Appointment Policy	2-4
Appointment as a Reserve Warrant Officer of the Army	2-5
Procurement sources	2-6
Eligibility criteria	2-7
Predetermination	2-8
Appointment process	2-9
Appointment grade	2-10
Warrant Officer Candidate (WOC) grade designation	2-11
Exercise of command	2-12
Wearing of the uniform and insignia	2-13
Persons ineligible for Federal recognition and waivers not authorized	2-14
Persons ineligible for Federal recognition unless waiver is granted	2-15
Waivers	2-16
Certificates of Eligibility	2-17
 Chapter 3	
Processing Applications for Appointment and Federal Recognition	
Actions required by the applicant	3-1
Actions required by immediate commander	3-2
Actions required by intermediate commanders	3-3
Actions required by the office of The Adjutant General	3-4
Categories of personnel actions requiring Federal Recognition Board action	3-5
Categories of personnel actions not requiring Federal recognition board action	3-6
Procedures required by Federal Recognition Board	3-7
Application process by Chief, National Guard Bureau	3-8
 Chapter 4	
Assignment/Reassignment/Retention/Transfer	
General	4-1
Order to Active Duty	4-2
Assignment policies	4-3
Limitations of assignments/reassignments	4-4
Assignment of Warrant Officer Candidates (WOC)	4-5

Implementation Policy (NGR 600-101)
26 October 2006

Additional TDA assignment policies	4-6
Retention policy	4-7
Retention criteria	4-8
Retention procedures	4-9
Transfer to an ARNG unit of another State	4-10

Chapter 5

Attachments

General	5-1
Attachment authority	5-2
Administration and records	5-3

Chapter 6

Military Occupational Specialty (MOS)

Redesignation

General	6-1
Authority	6-2
General policy and procedures for MOS redesignation	6-3
Unit reorganization	6-4
Exemption from Federal Recognition Board appearance	6-5
Award of a SQI, ASI, and LIC	6-6

Chapter 7

Promotions

Responsibility	7-1
Promotion criteria	7-2
Promotion as a Reserve warrant officer of the Army	7-3
Computation of promotion service to determine Promotion Eligibility Date (PED)	7-4
Personnel security screening	7-5
Wearing of insignia	7-6
Eligibility for promotion	7-7
Minimum years of promotion service	7-8
Military education requirements	7-9
Promotion of ARNG warrant officers serving on Title 10 AGR Tours	7-10

Chapter 8

Civilian Education

General	8-1
Civilian education goals	8-2

Chapter 9

Federal Recognition Boards

General	9-1
Authority	9-2
Appointment	9-3
Composition	9-4
Board site	9-5
Notification to applicants	9-6
Procedure	9-7
Examination	9-8
Appraisal of experience	9-9
Appraisal of promotion qualifications	9-10
Determination of qualification of warrant officers of other Army components	9-11

Implementation Policy (NGR 600-101)
26 October 2006

Findings	9-12
Unanimity of recommendations	9-13
Reconsideration for Federal recognition	9-14
Procedures upon completion of examination by the FRB	9-15
Disposition of records	9-16
Actions required by the Senior Regular Army Advisor (SRAA)	9-17
Actions required by the State Adjutant General	9-18
Actions by the Chief, National Guard Bureau	9-19

Chapter 10

**Termination of appointment and withdrawal of
Federal recognition**

Authority	10-1
Criteria	10-2
Reserve of the Army	10-3
Records	10-4

Appendixes

- A. References
- B. Documents required by National Guard
Bureau for Federal Recognition
- C. NGB transmittals order of document assembly

Glossary

Figures

- 2-1 Sample Resume Format
- 3-1 Security Clearance Statement
- 3-2 Evidence of Citizenship Statement
- 3-3 Social Security Number Verification Statement
- 3-4 Statement of Understanding
- 3-5 College Transcript Certification
- 4-1 Required Entries on DA Form 4187
- 4-2 Sample Change of State Memorandum
- 6-1 Format for Memorandum Requesting
MOS/SQI/ASI/LIC Change
- 6-2 Format for Memorandum for Federal Recognition
to Chief NGB Requesting MOS Change
- 6-3 Format for Memorandum Announcement Award of
SQI, ASI, and/or LIC
- 7-1 Recommendation for Promotion
- 9-1 Statement of Understanding for Appointment as a
Warrant Officer

Tables

- 7-1 Minimum Time-In-Grade for Promotion
- 7-2 Minimum Military Education Requirements for
Promotion and Time in Current Grade Required
for Course Enrollment

This regulation supersedes NGR 600-101, 1 October 1996

Implementation Policy (NGR 600-101)

26 October 2006

Chapter 1 Introduction

1-1. Purpose.

This regulation--

- a. Prescribes the National Guard Bureau policies and procedures governing the appointment, assignment and management of warrant officers of the Army National Guard.
- b. Provides eligibility requirements, administrative procedures, application processing and other related warrant officer personnel actions to include military occupational specialty re-designation, promotion, civilian education, Federal recognition and termination of appointment.

1-2. References.

Required and related publications are listed in Appendix A.

1-3. Explanation of abbreviations and terms.

The term State(s) includes the 50 States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia. Additional Abbreviations and terms used in this regulation are listed in the glossary.

1-4. Responsibilities.

- a. National Guard Bureau (NGB).
 - (1) Director, ARNG. The Director, ARNG is responsible for the overall development and management of warrant officers of the ARNG.
 - (2) Chief, Personnel Policy, Programs and Manpower Division (NGB-ARH). The Chief, Personnel Policy, Programs and Manpower Division is the agent for the Director, ARNG, and provides technical guidance on the overall development and management of warrant officers of the ARNG. Approves modifications to warrant officer programs, and authorizes valid changes made by the States. No changes are authorized to be made by the States unless written approval from NGB has been received.
- b. State Activities.
 - (1) State Adjutant General (AG). The State AG will manage and develop warrant officers at the State level.
 - (2) State Deputy Chief of Staff for Personnel (DCSPER), Military Personnel Officer (MILPO), or G1. The State DCSPER/MILPO/G1 serves as manager of warrant officers at the State level on behalf of the State AG. Duties include overall control of assignments and utilization of warrant officers and performs personnel actions required to support established policies.
 - (3) Command Chief Warrant Officer (CCWO). The state CCWO serves under the direction of the AG to address warrant officer management, development and to improve the strength management of the warrant officer corps. Serves as warrant officer advisor to the AG on warrant issues such as, morale, welfare, schooling, promotion, and retention.

1-5. Policy.

The Officer Personnel Management System (OPMS) and policies through which the ARNG manages the warrant officer corps must result in providing warrant officers who are dedicated, competent, proficient officers/technicians, and aggressive leaders with high morals and integrity. The profession of arms requires a strong professional and ethical warrant officer corps capable of making the decisions needed to sustain the excellence of the warrant officer ranks. Personnel actions taken as a result of the policies prescribed herein will be made without regard to race, color, religion, gender, or national origin. Special exceptions for classification and assignment of female warrant officers are contained in DA PAM 611-21 and paragraph 4-4c of this regulation.

1-6. Rank relativity.

Warrant officers of the ARNG, when not on active duty in a Federal status, rank among themselves according to the laws of the State in which appointed. When warrant officers of the ARNG enter on active duty or active duty for training under any provisions of law, they will rank among warrant officers of the same grade who are on active duty according to provisions of AR 600-8-29.

1-7. Powers and duties.

Unless contrary to State law and regulations, warrant officers are vested with the powers and duties as prescribed in AR 27-55, AR 600-20 and DA PAM 611-21.

1-8. Commissioning of Chief Warrant Officers.

- a. Initial appointments in or promotions to the grade of chief warrant officer W2, W3, W4, or W5 are made by commission in accordance with Title 10, United States Code, Section 12241(b).
- b. Execution of the Oath of Office, Department of the Army (DA) Form 71, constitutes acceptance of appointment upon initial appointment as a Warrant Officer One. Warrant officers receiving initial appointment as a Chief Warrant Officer Two, or upon promotion to the grade of Chief Warrant Officer Two will execute an Oath of Office as a commissioned officer. A new Oath of Office, DA Form 71, is not required for subsequent chief warrant officer promotions. Effective date of commission will be the date of initial appointment as a Chief Warrant Officer or promotion to that grade, regardless of when the actual Oath of Office was administered. Failure or refusal to accept such appointments is cause for immediate separation from the ARNG (see Chapter 10, this regulation).
- c. The DA Form 71 is to be completed by placing an "X" in the "Reserve Commissioned Officer" box. The completed form must be forwarded to CNGB, ATTN: NGB-ARP-CO. State commissioning orders are not required. Commissioning action requires a separate entry on Personnel Qualification Record - Part II (DA Form 2-1), item 18 by entering "COMMISSION" in component column, and completing the grade and dates columns.
- d. Officers that are flagged or should be flagged IAW 600-8-2 will not be so appointed until the flag has been removed.

1-9. Service obligations.

- a. A detailed description of service obligations is contained in AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures. In addition to obligations identified, personnel appointed as a warrant officer, upon completion of the Warrant Officer Candidate School (WOCS), incur a Ready Reserve participation requirement. This requirement will be the same as that indicated in table 2-1, AR 135-91, for officers appointed from OCS (ARNG/USAR). This participation requirement may run concurrently with the statutory obligation incurred upon initial entry into the Armed Forces.
- b. Warrant Officers attending professional development courses incur a two-year ready reserve obligation. This service obligation is incurred upon the first day of attendance. However, the two-year service obligation begins to run on the course completion date. This participation requirement may run concurrently with other obligations incurred. Individuals unable to complete this two-year ready reserve obligation, prior to mandatory removal, will not be permitted to attend professional development courses.

Chapter 2
Appointments

2-1. General. Warrant officers of the ARNG are appointed by the States in accordance with the Constitution of the United States, Section 8, Article 1. These appointments may be Federally recognized by the Chief, National Guard Bureau (CNGB), under such regulations as the Secretary of the Army may prescribe and under the provisions of this regulation.

2-2. Federal recognition.

In order for a warrant officer to be concurrently appointed as a Reserve warrant officer of the Army, the State action must be federally recognized. Federal recognition is the process which ensures that officers appointed by the States meet the qualifications required for service in the Federal armed forces.

2-3. Temporary Federal recognition.

a. Temporary Federal recognition may be extended to an officer who has been found qualified by a Federal Recognition Board (FRB) for appointment in the ARNG of a State pending receipt of permanent Federal recognition and appointment as a Reserve officer of the Army. Temporary Federal recognition may be withdrawn when necessary at any time. Unless sooner withdrawn or official orders issued granting permanent Federal recognition, temporary Federal recognition will automatically terminate six months after the effective date of the State appointment (Title 32, United States Code, section 308). However, should the initial period of temporary Federal recognition expire due to administrative processing delays, through no fault of the applicant, a subsequent Federal Recognition Board must be convened to consider granting another six months period of temporary Federal recognition. If a subsequent board is required the effective date of temporary Federal recognition will be the adjournment date of the subsequent board.

b. Temporary Federal recognition is not applicable to the following:

- (1) USAR warrant officers transferring to the ARNG in the same grade and MOS.
- (2) ARNG warrant officers transferring between States in the same grade and MOS.
- (3) ARNG warrant officers transferring from the Inactive National Guard.

2-4. Appointment Policy.

a. The appointment of warrant officers in the ARNG is a function of the State concerned. Upon appointment in the ARNG of a State and subscribed to an oath of office, a Soldier assumes a State status under which to serve. Such a Soldier acquires a Federal status when he or she is federally recognized by the CNGB, and appointed as a Reserve of the Army.

b. The effective date of Federal recognition is the date the warrant officer executes the Oath of Office, NGB Form 337.

c. Federal recognition will continue in effect as long as the warrant officer continues to meet the requirements of the grade and position, or until recognition is withdrawn in accordance with regulations or as otherwise required by law.

d. Chapters 3 and 9 of this regulation outline the personnel actions requiring examinations for Federal recognition and for the conduct of a Federal Recognition Board.

2-5. Appointment as a Reserve Warrant Officer of the Army.

a. Warrant Officers who are federally recognized in a particular grade and branch shall be tendered an appointment in the same grade as Reserve warrant officers of the Army with assignment to the Army National Guard of the United States (ARNGUS), as provided in Title 10, United States Code, Section 12211. A Reserve appointment is for an indefinite period and is not contingent upon continued Federal recognition (Title 10, United States Code, Sections 12211 and 12213).

b. Under such regulation as the Secretary of the Army may prescribe, warrant officers who have status as a Reserve Warrant Officer of the Army with assignment to the ARNGUS may be transferred in grade to the United States Army Reserve (USAR). This action requires the consent of the Governor or other appropriate authority of the State, Puerto Rico, US Virgin Islands, Guam, or the District of Columbia National Guard, as applicable. Unless an ARNGUS warrant officer is discharged from the Reserve of the Army concurrent with withdrawal of Federal recognition IAW pertinent regulation, the officer will become a member of the USAR upon separation from the ARNG.

2-6. Procurement sources.

The following personnel may apply for warrant officer appointment to fill authorized or projected position vacancies. Enlisted applicants must meet the DA MOS proponent prerequisites listed on the World Wide Web as part of the U.S. Army Recruiting Command web site.

a. Former officers and warrant officers to include officers of other uniformed services who have been determined qualified for appointment by proper authority. NOTE: Officer applicants for rated aviation positions are exempt from proponent approval provided they are determined fully qualified by a Federal Recognition Board.

b. Holders of Certificates of Eligibility, NGB Form 89a, as provided in paragraph 2-17 of this regulation. The appointment must be for the same MOS as entered on the certificate unless the applicant is determined eligible for entry into the WOES in a new MOS.

c. Graduates of the Warrant Officer Candidate School.

2-7. Eligibility criteria.

Soldiers found eligible by a DA MOS proponent to enter the appropriate Warrant Officer Education System (WOES) and meeting the qualifications listed below may apply for appointment as an ARNG warrant officer candidate with subsequent appointment as a warrant officer. All waivers and exceptions to policy must be approved prior to appearance before a Federal Recognition Board for appointment.

a. Assignment. A warrant officer must be assigned to a warrant officer position vacancy in a federally recognized unit of the ARNG, or an approved overstrength position authorized in the published Annual Overstrength Policy Memorandum. The assignment of warrant officer candidates prior to appointment as a warrant officer is contained in Chapter 4 of this regulation.

b. Age.

(1) Applicant for technical specialties must be at least age 18 and not more than 46 years of age on the effective date on which Federal recognition is extended. Applicants for rated aviation specialties must be at least age 18 and not more than 27 ½ years of age at time of application for Initial Entry Rotary Wing (IERW) training.

Implementation Policy (NGR 600-101)
October 2006

(2) An applicant eligible for appointment to the grade of Chief Warrant Officer, W-2, under the provisions of paragraph 2-10b or 2-10c herein, must not have reached age 48 on the effective date on which Federal recognition is extended.

(3) The CNGB may increase the maximum age limitation for current and former commissioned officers and former warrant officers by an amount not more than the length of previous service in which the Soldier's assignments were directly related to the requested warrant officer MOS. An increase in age is not authorized if an applicant will have less than two years to serve before being removed from an active status due to maximum age or service limitations for warrant officers.

(4) The CNGB may increase the maximum age limitation for an applicant possessing unusual skills or technical qualifications fulfilling a specific requirement. An applicant must meet all MOS eligibility requirements prior to appointment.

c. **Citizenship.** The applicant must be a citizen of the United States by birth or naturalization.

d. **Mental.** An applicant for warrant officer appointment must:

(1) Have a General Technical (GT) aptitude area score of 110 or higher.

(2) If applying for aviation warrant officer flight training, achieve aptitude test scores listed in AR 611-110.

e. **Education.** Each applicant must:

(1) Demonstrate understanding and proficiency in the English language. An applicant whose native language is other than English must achieve a minimum score of 80 on the English Comprehension Level Test (ECLT).

(2) Be a high school graduate or pass the General Education Development (GED) test at the high school level.

(3) Meet any additional DA MOS proponent requirements.

(4) Successfully complete all phases of Warrant Officer Candidate School (WOCS), or Warrant Officer Candidate School – Reserve Component (WOCS-RC), within two years of appointment as a warrant officer candidate except as indicated in paragraph 2-10b of this regulation.

(5) Complete the appropriate Warrant Officer Basic Course (WOBC), or certification by the DA MOS proponent for classification in the appointment MOS within two years from date of appointment as a Warrant Officer, W-1.

f. **Character.** An applicant must be of good moral character.

g. **Leadership.** An applicant must possess traits as potential leaders and have the ability to deal effectively with people. Such traits may be evaluated in terms of the applicant's background and experience.

h. **Standards of Medical Fitness.**

(1) Physical standards for appointment as a warrant officer are prescribed in AR 40-501, chapter 2, except as indicated in paragraph 2-7h(4) herein. An application for initial appointment must contain an acceptable medical examination accomplished within two years before date of appointment.

(2) Physical standards for retention, AR 40-501, chapter 3, will apply for appointment of officers and warrant officers from any component of the U.S. Army without a break in service.

(3) Aviation Warrant Officer Candidates must have an approved type B medical examination, per AR 40-501, chapter 4, in order to meet class 1A flying duty medical fitness standards.

(4) Applicants must meet the height/weight standards of AR 600-9. Applicants who require attendance at WOCS

must be able to pass the standard Army Physical Fitness Test without modification for entry into the course.

(5) The CNGB will make the final determination of medical fitness for all officer personnel under the provisions of NGR 40-501.

i. **Security.**

(1) Applicants must have as a minimum, a valid final Secret security clearance prior to being tendered an appointment or entering Warrant Officer Candidate training.

(2) DA Pam 611-21 may require applicants for some MOS to have a security investigation status or clearance above Secret.

j. **Military occupational specialty prerequisites.** MOS prerequisites are prescribed by each DA MOS proponent.

k. **Aviation service orders.** States will submit a request for aviation service orders to NGB-AVS-O, ARNGRC, Arlington, VA, at the same time as the Federal recognition packet is sent to NGB-ARP-CO. A copy of the aviation service order request will be included in the Federal recognition packet. NGB-AVS-O will forward a copy of the Aviation Service Order to NGB-ARP-CO to support the issuance of the permanent Federal recognition order.

2-8. Predetermination.

a. DA MOS proponent certification is required for MOS classification of Technical Service Warrant Officers. (Applicants for Initial Entry Rotary Wing training are exempt from the predetermination requirements; however all other requirements of this regulation are applicable.) Prior to entry into the Warrant Officer Education System (WOES), the applicant for technical warrant officer appointment, or MOS redesignation, must submit a predetermination packet through the TAG to CNGB, ATTN: NGB-ARH-S, requesting a DA MOS proponent review of the applicant's technical qualifications. The DA MOS proponent will:

(1) Determine the applicant's qualifications for entry in the requested MOS.

(2) Eligibility to attend the appropriate WOBC for MOS certification upon completion of WOCS and appointment as a warrant officer.

b. Approved requests will assure the applicant's eligibility to enter the appropriate WOBC upon completion of the WOCS and appointment as a Warrant Officer.

c. Applicants for warrant officer rated aviator positions must comply with the requirements of AR 611-110, Selection and Training of Army Aviation Officers, and NGR 611-110, Selection and Training of Army Aviation Officers. **NOTE:** The requirements of paragraphs b and c are not applicable to the following:

(1) Warrant officers and former warrant officers possessing the MOS of application.

(2) Holders of a valid Certificate of Eligibility. Appointment must be for the same MOS as entered on the certificate.

(3) Rated aviator commissioned officers and warrant officers if determined fully qualified for the assigned MOS by the State Aviation Officer and/or an Instructor Pilot.

d. Potential applicants are advised to review the MOS specifications in DA Pam 611-21 to verify aptitudes, qualifications, and possession of the required skills and knowledge for position for which being considered. In addition, U.S. Army Recruiting Command (USAREC) maintains a listing on their World Wide Web site of each warrant officer MOS, and the mandatory prerequisites for each MOS. These are general criteria that represent the occupational demands imposed upon the warrant officers in each of the MOSs, including new appointees. The applicant's request for a technical qualification determination will be submitted through the State AG and will be supported by the following documentation.

Implementation Policy (NGR 600-101)
October 2006

(1) Recommendation (to include requests for any required mandatory prerequisite waivers) from the AG.

(2) Commander's (Unit/Battalion/Brigade)

Recommendation. Commander's recommendation should include the following statements: (WOCS attendee only)

(a) "I certify that (name & rank) successfully passed the Army Physical Fitness Test (APFT) consisting of push-ups, sit-ups and the two mile run with a score of (score) on (Date)". APFT must be within 12 months of recommendation.

(b) "The verified height is (Feet & Inches) and the verified weight is (Lbs.)."

(3) Certified copy of DA Form 2-1.

(4) Resume (See figure 2-1 for recommended format).

(5) Transcripts documenting completion of required college level courses and courses supporting training related to the applied for warrant officer MOS.

(6) Training certificates (leadership and MOS related).

(7) OER/NCOER covering period of feeder MOS and leader experience required by the DA MOS proponent.

(8) Other documents required by the DA MOS proponent as a mandatory prerequisite.

(9) Any other documentation, which supports training or experience directly, related to the MOS tasks as listed in DA Pam 611-21 for the MOS being applied for. (Example: Applied for MOS is 915A, Unit Maintenance Officer, and applicant works as a full time mechanic. Submit a copy of a detailed job description and the four (4) most recent supervisor's evaluation of job performance.)

(10) Recommendation from a CW3 through CW5 who holds the MOS.

(11) DA Form 5500/5501 (Body fat worksheet – if applicable). (WOCS attendee only).

(12) Security clearance verification statement – see figure 3-1. (WOCS attendee only).

e. Requests for waivers of items identified in paragraph 2-15, this regulation will be submitted as a separate action; however, mandatory prerequisite waivers, i.e., military/supervisory experience, Noncommissioned Officer Education System, etc., will be submitted as a part of the predetermination action.

f. The DA MOS proponent pre-determination approval remains valid as long as the individuals enlisted duty MOS assignment is continuous in the same feeder MOS of the original approval.

g. The DA MOS proponent pre-determination approval for officers seeking appointment/reappointment as a warrant officer will normally remain valid for a 24 month period, unless the proponent implements significant changes in the MOS being pursued.

2-9. Appointment process.

a. A predetermination of the applicant's qualification to enter the DA MOS proponent's certification course must be received on all individuals seeking initial appointment as a Technical Service Warrant Officer before any other part of the appointment process is initiated. The DA MOS proponent approval for entry into the applicable MOS certification course must be a part of the appointment packet submitted to the Federal Recognition Board.

(1) Initial MOS classification occurs upon completion of a three-event appointment process.

(a) Event one is the selection of a warrant officer candidate by a Federal Recognition Board.

(b) Event two is the satisfactory completion of all phases of WOCS or WOCS-RC within two years of appointment as a Warrant Officer Candidate (WOC).

(c) Event three is the DA MOS proponent pre-certification or certification through completion of the appropriate WOBC within two years of appointment as a

W1. All appointments are contingent on DA MOS proponent certification or successful completion of the appropriate WOBC. An extension may be requested for up to one year, when through no fault of their own, they are unable to complete technical and tactical certification within two years of appointment.

(2) The Federal Recognition Board determines whether an applicant for an ARNG warrant officer appointment meets the Federal medical, moral, and professional qualifications to perform the duties of the grade and position for which examined. If the individual is qualified the board extends Federal recognition as a WOC and temporary Federal recognition as a Warrant Officer, W-1, to be effective upon successful completion of WOCS. Failure to be appointed within two years of original date of Federal Recognition Board, designating individual as a WOC, will require examination of individual's qualification by a new board.

b. Current and former commissioned officers and warrant officers are not required to complete WOCS for re-appointment. DA MOS proponent approval for entry into the applicable MOS certification course must be received prior to appointment.

c. Soldiers who successfully completed a WOCS or OCS course within the last five years and were not appointed or commissioned at the time, are not required to complete WOCS for appointment. DA MOS proponent approval for entry into the applicable MOS certification course must be received prior to appointment.

2-10. Appointment grade.

Initial appointment will be as Warrant Officer, W-1, except:

a. Former warrant officers may be appointed in the previous highest warrant officer grade satisfactorily held, if fully qualified in the MOS sought, or determined to be qualified (see paragraph 2-8) by the applicable DA MOS proponent for entry into training in a new MOS.

b. Commissioned and former commissioned officers.

(1) Commissioned and former commissioned officers who have served a minimum of two years in an active status in the grade of CPT or above and have a minimum of four years experience in the appointment specialty may be appointed to Chief Warrant Officer Two if certified by the DA MOS proponent (attendance of WOBC not required).

(2) The term "active status" is defined as service other than Inactive National Guard (ING), on an inactive list, or in the Retired Reserve.

(3) Commissioned officers predetermined to be only qualified for entry into the warrant officer training program (meaning they must attend a WOBC), will be initially appointed in the grade of Warrant Officer One.

Commissioned officers may be considered for promotion to the grade of Chief Warrant Officer Two when certified by the MOS proponent, provided they have served a minimum of two years in an active status in the grade of CPT or above.

c. Enlisted Soldiers in the rank of MSG (E8) through CSM (E9). NCOs who served a minimum of two consecutive years as an E8/E9 may be appointed to CW2 in one of two ways:

(1) MSG (E8) through CSM (E9) Soldiers who are certified by the MOS proponent prior to the date of initial appointment (attendance of WOBC not required) may be appointed in the grade of CW2 upon completion of WOCS. Constructive credit for WOCS may be granted if the Soldier has satisfactorily completed an OCS within the previous five years.

(2) MSG (E8) through CSM (E9) Soldiers who are eligible for MOS training may be promoted to CW2 after completion of WOCS and WOBC. Constructive credit for WOCS may be granted if the Soldier satisfactorily

Implementation Policy (NGR 600-101)
October 2006

completed an OCS within the previous five years.

2-11. Warrant Officer Candidate (WOC) grade designation.

a. An applicant for warrant officer candidate status must have attained the pay grade established by the DA MOS proponent as a mandatory prerequisite.

b. Once determined qualified to enter WOES by a DA MOS Proponent and a Federal Recognition Board, Soldiers may be appointed as a Warrant Officer Candidate (WOC). Applicants appointed as WOC, to include those serving in AGR status will remove enlisted rank devices/chevrons from uniforms and wear the WOC collar insignia. WOC insignia will be removed and designation automatically terminated upon: graduation from WOCS; dismissal from WOCS when readmittance to WOCS is not recommended by school Commandant; or failure to complete WOCS within two years from date of appointment/reappointment as a WOC. Upon termination of WOC status, Soldier will revert to and wear enlisted rank insignia for the grade held prior to appointment as a WOC. A new Federal Recognition Board action is required prior to reappointment as a WOC.

c. Applicants for warrant officer candidate status not having attained the enlisted grade established by the DA MOS proponent must be appointed to pay grade E-5 under the provisions of NGR 600-200, Chapter 6, effective on the date travel to WOCS begins. Standard Name Line (SNL) on orders published ordering candidate to WOCS must reflect the pay grade of at least E-5.

d. See paragraph 4-5, this regulation, for unit assignments of Warrant Officer Candidates.

2-12. Exercise of command.

In addition to the exercise of command policies prescribed in AR 600-20 the following will apply:

a. Temporary Federal recognition at initial appointment and permanent Federal recognition, in the case of promotion, establishes the authorized grade to be used by all warrant officers.

b. Official correspondence, when referring to a warrant officer by grade, should indicate the grade in which the warrant officer is federally recognized, whether as a part of the signature block or in the body of the communication. If the grade shown is not federally recognized, but is a State appointment, it will be followed by the State abbreviation in parenthesis. For example, CW4 (NJ).

2-13. Wearing of the uniform and insignia.

Title 10, U.S.C., section 772(a) and AR 670-1, prescribes the wear of Army uniforms, insignias, and accouterments for ARNG Soldiers.

a. Warrant officers promoted to a higher grade by the States will not wear the insignia of the higher grade until permanent Federal recognition of their promotion has been extended in orders published by the CNGB. The practice of frocking is not authorized.

b. All newly appointed warrant officers will wear the Army uniform and insignia of grade in which appointed when granted temporary Federal recognition by a Federal Recognition Board.

c. Warrant Officer Candidates will wear W.O.C. insignia's on all uniforms. The W.O.C. insignia will be affixed in accordance with AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

2-14. Persons ineligible for Federal recognition and waivers not authorized.

- a. Subversive or disloyal persons.
- b. Persons against whom proceedings have been

initiated under AR 604-10 and whose cases have not been concluded in their favor.

c. Persons who refuse to completely answer any pertinent question in the course of an official investigation, interrogation, or examination conducted, for the purpose of ascertaining the existence or extent, or both, of conduct described in AR 380-67.

d. Persons who are serving a period of probation resulting from conviction by any type of military or civil court.

e. Persons who are presently conscientious objectors.

f. Persons dropped from the rolls, released from AD, or separated from any component of the U.S. Armed Forces for any of the following reasons:

(1) Under other than honorable conditions.

(2) For unsatisfactory service.

(3) Resignation in lieu of court-martial, elimination for any form of corrective or disciplinary action, or for the good of the service.

(4) Current and former commissioned officers of the U.S. Armed Forces, twice non-selected for promotion by a DA or Reserve selection board, who have attained 20 years service creditable for retired pay eligibility or determined not qualified in the applied for MOS without further training by a DA MOS Proponent (also see paragraph 2-15.i).

(5) USAR warrant officers twice non-selected for promotion by a Reserve selection board.

(6) As a security risk or for other than security reasons while undergoing a security investigation under the provisions of AR 380-67 or AR 604-10.

(7) Any person, regardless of prior U.S. military service component, who was not retained through a qualitative management program to include Reserve Component Selective Retention Boards.

g. Persons on an active or retired list of the Armed Forces other than the U.S. Army (members on active or retired list of the Navy, Air Force, Marine Corps, and Coast Guard).

h. Persons denied retired pay or annuities under the Hiss

Act (Title 5, United States Code, section 8312).

i. Persons who are in the military service of a foreign government or who are employed by a foreign government.

j. Persons on the retired list of the U.S. Army.

(1) Reserve officers who are members of the Retired Reserve and who are eligible for or have been retired under Title 10, United States Code, section 3911, unless prior approval has been granted by the Secretary of the Army IAW AR 140-10, Chapter 6.

(2) Enlisted Soldiers retired under Title 10, United States Code, section 3914.

k. Commissioned officers of the U.S. Armed Forces separated by reason of length of service, time in grade, or age from:

(1) Active duty (members of Active force).

(2) Active status (members of Reserve components).

l. Commissioned officers, warrant officers, and enlisted Soldiers separated from any component of the Armed Forces by elimination procedures of a derogatory nature similar to those contained in AR 635-100 or 635-200.

m. Former Regular Army officers who have been denied appointment in the U.S. Army Reserve IAW AR 135-100.

n. Commissioned officers who are within 12 months or reaching their mandatory removal date.

2-15. Persons ineligible for Federal recognition unless waiver is granted.

Unless otherwise delegated herein, all requests for waiver which require a decision by the CNGB or higher authority will be forwarded to NGB-ARH for the following conditions. See also paragraph 2-16 of this regulation.

Implementation Policy (NGR 600-101)
October 2006

a. Former conscientious objectors. A former conscientious objector will be required to furnish an affidavit expressing abandonment of such beliefs so far as it pertains to an unwillingness to bear arms, and to give full and unqualified military service to the United States.

b. Applicants with a record of prior military or civil conviction(s) as follows:

(1) Soldiers who have been adjudged youthful offenders or have a record of misdemeanor conviction(s) of any type involving a fine or forfeiture of \$300 or less, including minor traffic violations. Approval authority is the AG.

(2) Conviction(s) of a felony under local, Federal, or military law.

(3) Conviction(s) resulting in a sentence to confinement in prison, stockade, or detention area or in a sentence to hard labor.

(4) Conviction(s) of Driving While Intoxicated (DWI) or Operating Under the Influence (OUI).

c. Persons previously discharged for dependency or hardship. A person previously discharged from any of the Armed Forces of the United States for hardship or dependency may not be accepted for appointment, unless it has been determined by investigation conducted by the unit commander that the reasons for discharge no longer exist. A copy of the applicant's affidavit, giving reasons for discharge, how they have been overcome, and that the applicant will be available in the event of emergency, will be included in the request for waiver. Waiver authority is delegated to the State AG.

d. Persons who were previously separated from any component of the Army because of failure to complete any required military education or course within the time frame prescribed. This information may be obtained from DD Form 214 (Report of Separation), or from historical data in the Army Training Resources and Requirements System (ATRRS).

e. Persons unable to complete 20 years of creditable service for retirement or retired pay prior to mandatory removal from an active status as prescribed by NGR 635-100. Waiver may be considered upon demonstration that an applicant possesses truly outstanding qualifications. Waiver authority is delegated to the State AG. Applicant must sign a statement of understanding (see figure 3-4) that 20 years of creditable service for retirement cannot be achieved before reaching mandatory removal date. Signed statement must be included with appointment packet forwarded to NGB for inclusion on OMPF.

f. Applicants exceeding the maximum age limits. Waiver may be considered under the conditions stated in paragraph 2-7b(3), and (4) of this regulation.

g. A regular Army warrant officer on the Active Duty List (ADL), with less than 20 years of Active Federal Service (AFS) who is discharged for being twice non-selected for ADL promotion or who resigns in advance of such a discharge.

h. A Soldier previously discharged or separated for unsatisfactory participation, personal, or for medical reason(s). After one year from date of separation, an applicant may be considered for reappointment if the barrier(s) have been removed. The applicant must prove conclusively that a valid reason for having been separated are no longer an obstacle and agree in writing to participate actively if reappointed.

i. Current and former commissioned officers of the U.S. Armed Forces, twice non-selected for promotion by a DA or Reserve selection board, who have not attained 20 years service creditable for retired pay eligibility. Waivers will only be considered if officer or former officer is predetermined by

a DA MOS Proponent to be fully qualified in the applied for MOS, without further training.

2-16. Waivers.

a. All requests for waiver which require a decision by the CNGB or higher authority will be forwarded through the appropriate State AG. A copy of the approved waiver by the CNGB or State AG will be included as an enclosure to the appointment packet submitted to the Federal Recognition Board.

b. Decisions on all personnel actions considered under this chapter will be made after a complete review of the entire record of the applicant. The requesting commander's recommendation must include favorable evidence of the applicant's military and civilian education, character, civilian employment status, and financial responsibility. Discriminators, such as a record of indebtedness, questionable character traits, nonjudicial punishment, history of problems with civilian employment, and lack of substantive support by the chain of command will lessen the chances for approval.

c. Applicants requiring waivers are not permitted to appear before a Federal Recognition Board prior to receiving approval of the requested waiver.

d. A waiver of disqualifications other than those authorized in paragraph 2-15 may only be granted by the Secretary of the Army or his or her designee. Waiver requests will, among other factors, be based on the recommendation of the CNGB through HQDA, Army G-1. All waiver requests will be submitted through command channels. The waiver must be fully justified as being in the best interest of the Army. The waiver request must clearly document the applicant's experience and professional qualifications that uniquely suit the position to which appointment is requested.

e. Waiver requests for prior convictions will be considered only if the applicant's current conduct and character are above reproach. The potential value of the applicant's service as a warrant officer must be considered as very high. Requests will be submitted to NGB-ARH and must be supported by a completed NGB Form 62E, official court documents citing the offense, court action, judgment rendered, and a statement of circumstances from the applicant.

f. Requests for medical waivers will be submitted with all supporting medical documents to NGB-ARS.

2-17. Certificates of Eligibility.

a. In order that ARNG Soldiers, for whom there are no position vacancies, may be examined to determine their fitness for future appointments, The AG may accept an applicant's request for a Certificate of Eligibility, NGB Form 89a.

b. Each application will consist of the records and documents prescribed in chapter 3 of this regulation except for the appointment order and oath of office. Applicants will not appear before a Federal Recognition Board (FRB) until evidence of a favorable National Agency Check (NAC) is received by The AG. If found qualified by the FRB in all respects except for position vacancy for a particular grade and MOS, the report of board proceedings and allied papers, to include evidence of a secret or higher security clearance based on a favorable NAC (or other investigation as prescribed by AR 380-67) in initial appointment cases, will be forwarded with appropriate recommendation by The AG to NGB-ARP-CO.

c. A Certificate of Eligibility, NGB Form 89a, is effective for two years, unless an earlier expiration date is specified on the certificate and provided the holder thereof remains otherwise qualified. If during the certificate period, The AG

Implementation Policy (NGR 600-101)
October 2006

should appoint the holder of the certificate to a position vacancy in the grade and for the MOS indicated on the certificate, a request for Federal recognition will be forwarded, accompanied by an appointment order and an Oath of Office, NGB Form 337, to NGB-ARP-CO. Medical examinations submitted with these applications for Federal recognition must be completed within the preceding 24 months. The CNGB will extend Federal recognition effective the date of appointment in the ARNG when each of the requirements contained herein has been fulfilled.

d. Reissue. Upon expiration, a NGB Form 89a may be reissued provided the DA MOS proponent remains valid in accordance paragraph 2-8f this regulation, utilizing the same procedure as provided above, except that the required records and documents may be limited to a current medical examination and the report of board proceedings. If the applicant requires any additional waivers for conditions occurring subsequent to the issuance of the last certificate, it must be requested as outlined in paragraphs 2-15 and 2-16 of this regulation. Subsequent waivers must be approved before reissue of NGB Form 89a occurs.

Implementation Policy (NGR 600-101)
October 2006

NAME: FIRST MIDDLE LAST
RANK: Sergeant
SSN: 999 99 9999

ADDRESS: Street address
City, State, Zip
(Telephone number)

UNIT: 257th PSC, XX ARNG
Street address
City, State, Zip
(Telephone number)

OBJECTIVE: (EXAMPLES) To obtain an appointment as an ARNG warrant officer, in duty MOS 420A, Military Personnel Technician. OR: To obtain certification for re-designation into MOS 420A, Military Personnel Technician.

PERSONAL DATA:

Date of birth: 8 Mar 64
Height: 5' 10"
Weight: 170 pounds
Health: Excellent

Marital Status: Married
Dependents: Two
MOS: P42A20 S42L20

CIVILIAN EDUCATION:

Bachelor of Science, University of Maryland, College Park, MD
Associate Degree, Central Texas College, Killeen, TX
Diploma, Orchard View High School, Muskegon, MI

MILITARY EDUCATION:

BNCOC 42A
U.S. Army Soldier Support Institute
Fort Jackson, SC

Scope of training focused upon
leadership and MOS training at the
middle management level

PLDC
Fort Hood, TX

Scope of training concentrated on
leadership skills

Personnel Records Specialist
U.S. Army Soldier Support Institute
Fort Jackson, SC

Initial MOS training that taught
the basic skills in MOS 42A10.

MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 - Present
Personnel Records Supervisor
257th PSC, XX ARNG

Responsible for initiation and maintenance of officer and enlisted
personnel and health records. Supervise a team of
3 personnel records specialist.

Jun 89 - Jun 92
Personnel Records Specialist

Responsible for initiation and maintenance of officer and enlisted
personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

Jan 90 - Present
Military Personnel Specialist
MILPO, XX ARNG

Review and process records of accessed enlisted Soldiers to
assure documents are complete and contain all required
signatures. Verify Soldier met all eligibility requirements.

SUMMARY:

Write a paragraph or two on why you feel you are fully qualified to perform the duties of a warrant officer in your skill.

Signature and date

Figure 2-1. Sample Resume Format

Chapter 3

Processing Applications for Appointment and Federal Recognition

3-1. Actions required by the applicant.

This chapter provides the actions required by an applicant in order to receive an initial appointment or award of a Certificate of Eligibility for appointment. It also provides actions necessary to obtain a reappointment or transfer from the USAR. Recommend applicant be provided assistance from unit administrative personnel familiar with the application process.

a. For initial appointment or award of a Certificate of Eligibility, an applicant must provide the following:

(1) NGB Form 62E (Application for Federal Recognition), complete in two copies. Instructions for completion of the NGB Form 62E are printed on the bottom of the form. Aptitude test score required by paragraph 2-7d, this regulation, will be entered in the remarks section of the form. Applicant will retain a copy of this form for his or her personal record.

(2) Evidence of birth. Applicants not previously commissioned or appointed a warrant officer in the ARNG will provide a copy of his or her birth certificate or other documentary evidence, e.g. marriage certificate, that will satisfy the requirements of AR 600-8-104, to substantiate date of birth and name shown on the application and allied papers.

(3) Copies of Reserve of the Army appointment and promotion letters or memorandums, orders, or other documents which attest to applicant status in another component, if applicable.

(4) Obtain a statement as shown at figure 3-1 herein, verifying that a security clearance of secret or higher was granted by the U.S. Army Central Personnel Clearance Facility. Applicants must review those areas of DA Pam 611-21 and DA MOS proponent prerequisites applicable to his or her career specialty for additional security clearance, investigation, and access requirements and provide evidence supporting the possession of such requirements.

(5) Medical examination. DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination). Applicants must have successfully undergone an appointment medical examination in accordance with AR 40-501, Chapter 2, within 24 months prior to the date of appointment. A photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for rated aviator positions require the medical examination prescribed by AR 40-501, Chapter 4, and must be approved by the Commander, U.S. Army Aeromedical Center, Fort Rucker, Alabama, prior to appointment.

(6) Evidence of the highest civilian schooling accomplished. A copy of a high school graduation diploma or equivalency certificate, and, if applicant has completed courses beyond high school, a copy of a certified technical school or college transcript. See figure 3-5 for procedures to certify transcript. Applicants must review DA Pam 611-21 and DA MOS proponent prerequisites for any additional educational requirements, which may be required for MOS applied for.

(7) Evidence of satisfactory completion of any Army service school courses. If applicable, applicants must also provide evidence of constructive credit granted for graduation from WOCS, OCS, and all warrant officer professional development courses successfully completed.

(8) Waivers of requirements. Approved waivers will

be obtained prior to the applicant's appearance before the Federal recognition board.

(9) Request for aeronautical aviation orders if applicable (see AR 600-105 and NGR (AR) 600-105).

(10) Soldiers of other Reserve Components or the ARNG of another State will provide a copy of a conditional release from such membership before appearance before a Federal recognition board.

(11) Certificate of service. An applicant with prior service in the Armed Forces of the United States must provide copies of discharge/separation certificates and/or certificates of service (DD Form 214 or similar documents).

(12) Evidence of citizenship. An applicant, not a citizen of the United States by birth, will submit a signed or notarized statement by a commissioned officer, commissioned warrant officer, or notary public, respectively as shown in figure 3-2. Facsimiles, photocopies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted.

(13) Verification of social security number. Each applicant must submit a facsimile of the personal social security card or a statement signed by a commissioned officer, commissioned warrant officer, or notary public, see figure 3-3.

(14) Legible copies of orders and correspondence relating to decorations, citations, and commendations.

(15) If applicable, a statement in the format provided in figure 3-4 of this regulation that the applicant understands that he or she will be unable to complete 20 years of creditable service for retirement prior to mandatory removal from an active status.

(16) A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States of America and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

b. Reappointment or transfer from USAR. Applicants will include the following documents as applicable and prepared as prescribed for an ARNG appointment.

(1) Documents listed in paragraph 3-1a (1), (3), (5) through (12), and (15).

(2) A Soldier assigned to a USAR troop program unit is required to obtain a conditional release from his or her USAR unit commander prior to being appointed in the ARNG. After appointment, a DD Form 368 will be prepared and endorsed to the Commander, U.S. Army Reserve Personnel Command (AR-PERSCOM), 1 Reserve Way, St. Louis, MO 63132-5200. This action will advise AR-PERSCOM that the officer's appointment in the ARNG will result in a USAR TPU vacancy. A copy of the DD Form 368 will be included with the application for Federal recognition to facilitate the release of the MPRJ and OMPF from the USAR.

(3) A non-unit Soldier assigned to a USAR control group, other than delayed, may be appointed in the ARNG pending receipt of final clearance from the Commander, AR-PERSCOM. After appointment, NGB Form 60 or DD Form 368 will be prepared and forwarded for submission to the Commander, AR-PERSCOM. A copy of the NGB Form 60 or DD Form 368 will be included with the application for Federal recognition.

3-2. Actions required by immediate commander.

The commander initially receiving the application for any personnel action described in paragraph 3-1 will:

a. Review applications for completeness and determine applicant's administrative eligibility to apply for the desired

personnel action.

b. Return the application to applicant if it does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

c. If the application appears to be complete, commander must complete first available recommendation portion of NGB Form 62E to include appropriate remarks regarding position vacancy to be filled.

d. Retain and file a copy of NGB Form 62E as required.

e. Forward application with appropriate recommendation, through any intermediate commanders, to the State AG.

3-3. Actions required by intermediate commanders.

Intermediate commanders will:

a. Review application and allied papers. Return the application when it is determined the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the applicant or to the commander of the unit of assignment.

b. Confirm availability of position vacancy.

c. Complete next available recommendation portion of NGB Form 62E and forward the application through remaining intermediate commanders, if any, to the State AG.

3-4. Actions required by the office of The Adjutant General.

The office of the State AG will:

a. Review application and allied papers for:

(1) Completeness and accuracy, including verification of prior National Guard service.

(2) Determination that the applicant meets the qualifications and standards for the requested personnel action.

(3) Determination that the appropriate position vacancy exists, and assignment policies prescribed in Chapter 4 have been considered.

(4) Confirm that the security requirements of Chapter 2 of this regulation and AR 380-67 have been met.

b. Perform the following additional actions when Federal recognition board examination is not required.

(1) If the applicant is an ARNG Soldier of the State in which the personnel action is being considered, examine evaluation reports and other documents that describe the applicant's qualifications and past duty performance.

(2) Attach an Oath of Office, NGB Form 337. Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of the officer's appointment in the ARNG of the State. The original will be included with the application forwarded to NGB-ARP-CO.

(3) Attach an Oath of Office, DA Form 71. The DA Form 71 is used to administer the oath of commissioning for all warrant officers being considered for appointment to the grade of Chief Warrant Officer Two, or higher.

(4) Issue the appropriate orders announcing the personnel action. A copy of the order will be made a part of the application.

(5) The properly authenticated application, NGB Form 62E with allied papers prescribed by this chapter and as shown at Appendix B this regulation, will be forwarded to NGB-ARP-CO, for permanent Federal recognition action.

c. Perform the following additional actions when Federal Recognition Board examination is required:

(1) Attach a copy of the order that vacated the position to which the applicant is being considered for assignment, if the position was previously occupied.

(2) Attach a copy of the order directing the applicant to appear before the Federal Recognition Board, if applicable.

(3) Furnish the Federal Recognition Board copies of

the applicant's evaluation reports and other documents, which attest to his or her qualifications and past performance.

(4) Forward the application and allied papers to the Federal Recognition Board.

3-5. Categories of personnel actions requiring Federal Recognition Board action.

a. Initial appointment.

b. Reappointment.

c. All promotions.

d. Appointment of USAR warrant officers in a new MOS.

e. Transfer of ARNG warrant officers between States in a new MOS.

f. Transfer of an ARNG warrant officer from the Inactive National Guard in a new MOS.

3-6. Categories of personnel actions not requiring Federal Recognition Board action.

a. Appointment of Army Reserve warrant officers in the same grade and in an MOS designated as the warrant officer's primary or additional MOS.

b. Transfer of ARNG warrant officers between States in the same grade and MOS.

c. Transfer of an ARNG warrant officer from the Inactive National Guard in a MOS designated as the warrant officer's primary or additional MOS.

d. Rated warrant officer aviators who have been certified in the new MOS by an Instructor Pilot (IP), and/or the State Aviation Officer. Source documents are; Orders and/or certified DA Form 759 (Individual Flight Record and Flight Certificate).

e. Award of an SQI, ASI, or LIC. See Chapter 6, paragraph 6-6.

f. When MOSs are redesignated/revised in accordance with DA PAM 611-21 or other DA directive, and when no further training is required for the re-designation. Source document is an order announcing the change of MOS, using the applicable references of DA PAM 611-21 or other DA directive as the authority for the change.

g. When a technical specialty MOS award or re-designation is approved by a DA MOS proponent via Service School Academic Evaluation Report (DA Form 1059) or similar correspondence.

3-7. Procedures required by Federal Recognition Board.

Actions required of the Federal Recognition Board are prescribed in chapter 9.

3-8. Application process by Chief, National Guard Bureau.

NGB-ARP-CO will review the application for Federal recognition and make the final determination that a warrant officer meets the prerequisites for the specific action requested. Federal recognition orders will be published and distributed to the State concerned. Applications not meeting the prerequisites will be returned without action to the State.

"I have seen the computer generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on _____ (date) stating that _____ (name/SSN) has a security clearance at the TOP SECRET/SECRET/CONFIDENTIAL level based on a SBI/BI/NAC/ENTNAC. The original DA Form 873 is on file in the Soldier/applicant's MPRJ."

Date investigation completed: _____

Date final clearance granted: _____

(Records Custodian Signature)

(Date)

Figure 3-1 Security Clearance Statement

Citizenship by Naturalization

"I have this date seen the original certificate of citizenship, No. _____ (or certified copy of the court order establishing citizenship) stating that _____ (name) was admitted to United States of America citizenship by the court of _____ (county) at _____ (city/state) on _____ (date)."

Citizenship through Naturalization of Parent

"I have this date seen the original certificate of citizenship, No. _____ issued to _____ (name) by the Immigration and Naturalization Service, Department of Justice, stating that _____ (name) acquired citizenship on _____ (date)."

Figure 3-2 Evidence of Citizenship Statement

"I have this date verified that the following Social Security number _____ - _____ - _____ is identical to the number listed on the Social Security card issued to _____ (name)."

Figure 3-3 Social Security Number Verification Statement

"I, the undersigned, understand that, upon appointment in the _____ (state) _____ Army National Guard and the Reserve of the Army, I may not be able to complete 20 years of satisfactory Federal service for retirement purposes under the provisions of Title 10, United States Code, Section 12731 (i.e., Eligible to draw retired pay at age 60), or Title 10, United States Code, Section 1293, prior to being removed from an active status under applicable laws or Army Regulations."

(Sign full name)

Print/type full name

(SSN) (Date)

Figure 3-4 Statement of Understanding

Certification will be accomplished either by stamp or typed words on copy of transcript with original signature of Officer Personnel Manager. "I hereby certify that this is an original copy of the official ("raised seal") transcripts prepared on (date) authorized only for (appointment/promotion) and must be destroyed upon completion of required administrative action."

Name/Signature, Rank, Date

Figure 3-5 College Transcript Certification

Chapter 4
Assignment/Reassignment/Retention/Transfer

4-1. General.

The assignment, reassignment, retention, transfer, and use of warrant officers of the ARNG, other than those on active duty under Title 10, United States Code, is a function of the State concerned. State Adjutants General and personnel managers must follow management principles of the appropriate Army and NGB regulations, MOS assignment criteria, and the needs of the Army.

4-2. Order to Active Duty.

a. Warrant officers of the ARNG may be ordered to active duty without being on the active duty list or under the strength accountability of the Regular Army under various provisions of law. This paragraph provides guidance to the States on how to account for such officers.

b. Assignments. A warrant officer of the ARNG, who is ordered to Federal active duty in the Active Guard and Reserve Program under the provisions of Title 10 USC, for a period in excess of six months will be transferred to and carried as an additional officer of the Joint Force Headquarters (JFHQ) for the period of such active duty. Upon release from active duty, the officer may continue to be carried as an additional active status officer of the appropriate JFHQ for a period not to exceed six months.

c. Disposition of warrant officers. Upon termination of the six month period after separation from Federal active duty, such additional active status warrant officers who have not been assigned to a MTOE or TDA position vacancy will be subject to termination of their Federal recognition by the Chief, National Guard Bureau and transferred to the USAR or the Inactive National Guard. Requests from State Adjutants General to the Chief, National Guard Bureau for extensions are limited to instances where assignment to an authorized position is imminent or when all other alternatives have been exhausted and the results would cause a severe injustice or extreme personal hardship.

4-3. Assignment policies.

The State AG is the approving authority for warrant officer assignments unless otherwise indicated below.

a. Technical Warrant Officers will be assigned to fill authorized warrant officer MTOE/TDA positions in federally recognized units of the Army National Guard. Prior to assignment the DA MOS proponent must certify applicant as qualified in the MOS for which the vacancy exists, or is eligible for entry into the appropriate Warrant Officer Education System (WOES) and can qualify for certification within two years of assignment.

b. Subject to command and staff limitations, authorized company grade aviator positions in MTOE/TDA units of the Army National Guard may be occupied by rated warrant officer aviators. Warrant officers assigned to these positions will not exceed the grade of W4 and may only be assigned if qualified company grade officers are not available and all other rated MTOE/TDA warrant officer positions in the unit are filled. When a rated company grade officer becomes available warrant officer(s) filling these positions, under this policy, will be immediately reassigned.

c. Aviation Warrant Officers. For assignment to a rated aviation position vacancy, and to remain so assigned, a warrant officer must be qualified as an Army aviator, or, if not currently qualified, must become qualified within two years of appointment as a warrant officer.

d. Warrant officers may be reassigned or transferred to

other MTOE/TDA warrant officer positions without Federal recognition board action if there is no change of DMOS.

e. Technical Warrant Officers should serve in warrant officer positions according to MTOE/TDA rank coding. The WOES provides warrant officers with performance-based certification and qualification training. WOES trains and develops warrant officers for progressively more difficult and complex assignments. It is recommended that warrant officers be assigned progressively within the rank structure of MTOEs/TDAs along with promotion potentials. For the assignment limitation of warrant officers in grade of CW5, see paragraph 4-4d of this regulation.

f. Rated aviation warrant officers whose flight status is withdrawn for other than medical reasons will not be considered for assignment outside aviation specialties unless determined qualified by a DA MOS proponent for reclassification into a technical specialty. Approval must be obtained prior to reassignment action.

g. Prior to approval of this paragraph's assignment exceptions, the State AG will:

(1) Assure that there are no qualified warrant officers within commuting distance of the vacancy eligible for assignment.

(2) Coordinate with Commander, AR-PERSCOM, to provide a list of qualified USAR warrant officers in the geographical area eligible to fill the vacancy.

h. The State AG will review annually the progress of MOS proponent certification training of warrant officers assigned under this paragraph to ensure completion within the specified time frame.

i. Warrant officers failing to obtain MOS proponent certification within the specified time frame will have their State appointment terminated under paragraph 10-2a(13) and 10-2a(16) of this regulation.

j. Command Chief Warrant Officer (CCWO) positions are coded as MOS 011A (Branch/MOS Immaterial), and may be occupied by a warrant officer qualified in any MOS. An individual being reassigned from the CCWO position must be qualified in the MOS he or she is being reassigned to, or complete appropriate action for MOS re-designation IAW with chapter 6 of this regulation.

4-4. Limitations of assignments/reassignments.

a. Former members of the Peace Corps will not be assigned duties in the military intelligence field that would preclude their use in the event of mobilization.

b. Soldiers assigned as military police criminal investigators and laboratory technicians must be eligible for accreditation as prescribed in AR 195-3.

c. The restriction on classification and assignment of female warrant officers specified in DA PAM 611-21 and AR 600-13 are applicable to the classification and assignment of female ARNG warrant officers.

d. A Chief Warrant Officer Five will not be transferred, assigned or reassigned to a position not MTOE/TDA rank coded as CW5/MW, unless the CW5 position is eliminated due to a unit reorganization and approved by CNGB. Fully justified requests for a Chief Warrant Officer Five to be transferred, assigned or reassigned to a position rank coded other than W5 must be submitted to the CNGB, ATTN: NGB-ARH, for approval consideration. A CW5 assigned to a position coded other than W5 will count as part of the cumulative total assigned to any state/territory as established in paragraph 7-2f this regulation.

e. The provisions of NGR 614-1 apply to the transfer of Soldiers to and from the Inactive National Guard.

4-5. Assignment of Warrant Officer Candidates (WOC).

Implementation Policy (NGR 600-101) October 2006

This policy does not apply to Soldiers serving on active duty, on AGR tour, or full-time National Guard duty under Title 10, United States Code. The provisions of NGR 600-10 govern their utilization and assignment.

a. Upon being determined by the DA MOS proponent as technically qualified to enter certification training and being found to meet all of the appointment criteria by a Federal Recognition Board, the State will appoint the applicant as a WOC.

(1) The appointment order will indicate "Appointment as a Warrant Officer Candidate" and "WOCS must be completed within two years of appointment as a Warrant Officer Candidate."

(2) Code 09W00 will be used as primary and duty MOS to report and identify enlisted Soldiers appointed as Warrant Officer Candidates (DA PAM 611-21).

b. Warrant officer candidates may be assigned and perform duties in one of the following positions for which selected.

(1) In the vacant warrant officer position.

(2) As overstrength in a currently occupied position projected to be vacated within two years.

(3) Remain in current enlisted position until successful completion of Warrant Officer Candidate School and appointed as a warrant officer.

c. A Warrant Officer Candidate who is not appointed as a Warrant Officer upon successful completion of WOCS, will immediately remove all W.O.C. insignia's, and be reverted to the enlisted designation and grade previously held.

d. The special MOS reporting code 09W00 will be withdrawn for those WOCs who fail to successfully complete the training required for appointment as a warrant officer within two years of appointment as a WOC. The Soldier will be reclassified into the previously held PMOS, re-designated to the enlisted grade held prior to appointment as a WOC, and assigned to a position appropriate to the Soldier's PMOS and grade. If a position is not available, overstrength status is authorized for a period not to exceed six months for the purpose of locating a position.

4-6. Temporary position policies.

The ARNG Officer Strength Management memorandum establishes the policy on the management of officers assigned to temporary positions at the JFHQ. This memorandum is published by NGB-ARH and must be reviewed before requesting temporary positions. Individuals assigned to temporary positions are ineligible for promotion while assigned to this position.

4-7. Retention policy.

Effective 1 October 1996, unless retired under other provisions of law or regulations, warrant officers who are qualified for retired pay at age 60, (10 U.S.C. 12731), may be retained in an active status until they attain 62 years and 2 months of age, (10 U.S.C. 1164 and 12308).

a. Warrant Officers in the Retired Reserve or on the Retired List are not authorized restoration to an active status.

b. To be considered for retention, the warrant officer must not have applied for or been granted retired pay.

c. Extension beyond 20 years Active Federal Service (AFS) of those warrant officers in an Active Guard/Reserve (AGR) status is governed by NGR 600-5. If extension beyond 20 years AFS will extend the Soldier beyond age 60, the action identified in paragraph 4-9, of this regulation must also be accomplished, in addition to those procedures identified in NGR 600-5.

4-8. Retention criteria.

In order to be retained, the MOS of the requesting officer

must be a MOS determined by the TAG, to be critical to the total Army mobilization requirements and to the tactical readiness of the unit of assignment. The officer must be deployable, meet all retention medical fitness standards of AR 40-501, and meet the body composition standards of AR 600-9.

4-9. Retention procedures

a. Commanders will advise eligible officers under their jurisdiction who indicate a desire to be retained.

b. An application from the officer must be in letter format and sent through, and approved by his or her chain of command to arrive at the Office of the Adjutant General (TAG) not later than 120 days before the officer's 60th birthday. The request for retention must include all of the following:

(1) Statement that retention is requested under the provisions of Title 10 USC 12308 and 1164, and this regulation.

(2) Documentation verifying that the officer is fully qualified in the primary/duty MOS in which retention is requested.

(3) Copy of DA Form 705 (Army Physical Fitness Test Scorecard), from officer verifying he or she has successfully completed the Army Physical Fitness Test (APFT) within the past 12 months.

(4) Statement indicating current height and weight, and identification of any existing medical conditions for which the officer is receiving treatment.

(5) A statement signed by the applicant that he or she has not applied for or been granted retired pay. If applicant has submitted application for retired pay to AR-PERSCOM retention beyond age 60 is not authorized, unless approval granted by AR-PERSCOM. This will require direct coordination between the individual and AR-PERSCOM. This is necessary to ensure orders have not been published placing the individual on the appropriate Retired List.

(6) A recommendation from the appropriate commander on whether retention of this officer is in the best interest of the ARNG and is required to satisfy a current mobilization requirement shortfall in the officer's MOS.

(7) A copy of NGB Form 23A (Army National Guard Current Annual Statement).

c. State TAGs must personally sign all approvals for retention.

(1) State TAGs may approve request for retention of warrant officers in the grades of WO1-CW4, no approval required by CNGB.

(2) All requests for retention approved or disapproved by the TAG of warrant officers in the grade of CW5 must be forwarded to Chief, Personnel Policy, Programs and Manpower Division, ATTN: NGB-ARH for approval.

d. All approved requests for retention must be forwarded to the CNGB, ATTN: NGB-ARP-C. Documentation will be reviewed and a Federal Recognition order published granting the retention beyond age 60. Failure to comply with this requirement will result in the individual not receiving credit toward retired pay for those retirement points earned after age 60.

4-10 Transfer to an ARNG unit of another State.

a. The warrant officer will submit a DA Form 4187 (see figure 4-1) to initiate a request for transfer to another State.

b. The losing State will take the following actions.

(1) When a conditional release is approved, the warrant officer will be notified by memorandum in the format shown in figure 4-2. Enclosures to the memorandum will include the SIDPERS GPVS-1790 (PQR), a copy of the DA

Implementation Policy (NGR 600-101)
October 2006

Form 2-1, DD Form 2807-1, DD Form 2808 (as appropriate) and NGB Form 23A (certified). Every attempt must be made to ensure each line of data on the NGB Form 23A has been verified.

(2) Provide the gaining State with a State MILPO POC.

(3) After appointment in the gaining State, forward MPRJ, HREC, and applicable transfer documents in accordance with AR 600-8-104.

(4) After appointment in the gaining State, forward a copy of the transfer order (order format 465), to gaining State DCSPER/MILPO/G1. The effective date will be the date the gaining state appointed the warrant officer.

(5) NGB Form 22 is not required unless the warrant officer fails to execute a reappointment in the new State.

(6) Officer Evaluation Report must be prepared for periods of any length while on conditional release IAW AR 623-105.

c. The gaining State will take the following actions.

(1) Provide the losing State with a State MILPO POC.

(2) Within 30 days, but no later than the expiration date of the conditional release, notify the losing State that the warrant officer has been appointed. Enclose a copy of the gaining State appointment order.

(3) Request a copy of the losing State's transfer order.

(4) The gaining State will forward the documents indicated in Appendix B to NGB-ARP-CO.

d. If the losing State does not receive verification that the warrant officer has been appointed in the gaining State within 90 days, the losing State will process the warrant officer IAW State statutes, AR 135-91, NGR (AR) 635-100, and this regulation as appropriate. A NGB Form 22 will be issued to the warrant officer for the service performed in the ARNG of the State prior to separation.

Section III, mark TYPE OF ACTION block with an X in "Other" (Specify), and enter 'INTERSTATE TRANSFER'.

Officer must enter signature in Item 9 and enter date signed in Item 10.

Section IV – REMARKS, enter the following information:

1. I will relocate on or about _____ (date) _____.
2. MOS: _____
3. Last OER end date: _____
4. Current home address and telephone: _____
5. New home address and telephone number (if known): _____
6. New Employer, address and telephone number (if known): _____
7. I have cleared all government property, individual equipment and fiscal matters.
8. I have been briefed and understand the policy on transfer of Army National Guard Officers between States.

Figure 4-1. Required entries on DA Form 4187

(Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR (Officer's grade, SSN, current home address)

SUBJECT: Conditional Release/Interstate Transfer

1. This memorandum authorizes you 90 days from above date to locate and be appointed in an ARNG unit of another State to affect your interstate transfer.
2. You are responsible for obtaining an assignment within this period of 90 days. You may be considered an unsatisfactory participant if you are not reappointed by (insert expiration date of this authorization) and have not reported your status to the undersigned. Failure to be appointed in a new State could lead to your transfer to the USAR, IAW AR 135-91.
3. You may get assistance concerning unit vacancies and locations at the nearest Army National Guard Armory in your new location of the State DCSPER (enter new State DCSPER POC and phone number). The State DCSPER POC will provide guidance on where to deliver or mail this transfer packet. Your new State may request additional documents such as college transcripts or certificates of training. It is your responsibility to comply with the requirements of the new State. If you are accepted, your new commander or the new State DCSPER will notify the undersigned.
4. Until you have been appointed in the ARNG of your new State, I highly recommend that you keep me or my representative informed of any address/telephone number or status changes. (Include a telephone number(s) for officer to call)

5 Encls

(Official signature block)

1. SIDPERS GPVS-1790(PQR)
2. DA Form 2-1 (copy)
3. DD Form 2807-1
4. DD Form 2808
5. NGB Form 23B (Certified)

Figure 4-2 Sample Change of State Memorandum

Chapter 5
Attachments

5-1. General.

a. Warrant officers normally will be expected to train with the unit to which assigned. If this is not practical, they may be authorized to train with other units in an attached status provided such training meets the training standards set forth in FORSCOM/NGR (AR) 350-2. Attachments will be of the shortest duration possible.

b. Warrant officers in attached status may be considered for promotion and extended Federal recognition in a higher grade provided they meet the time-in-grade and military education requirements for the parent unit position assigned in. The recommendation for promotion must be initiated by the officers parent unit commander.

5-2. Attachment authority.

a. Adjutants General are authorized to attach warrant officers under their jurisdiction within their State, and with the consent of the appropriate State AG when attachment is to a jurisdiction outside their State. This authority may not be further delegated. Except for OCS cadre, periods of attachment will not exceed 1 year subject to the following limitations:

(1) Female warrant officers will not be attached to units or positions restricted by DA PAM 611-21.

(2) Due to the performance evaluation system, attachment of a warrant officer, senior to a warrant officer commander of the contemplated unit of attachment is not authorized.

b. Warrant officers will be relieved from attachment when:

(1) The warrant officer's unit of assignment or attachment is ordered to active duty under Title 10, United States Code, section 12302, or mobilized.

(2) Completion of the period of attachment as stated in published orders.

5-3. Administration and records.

a. For attachment within the same State, the commander of the unit of attachment is responsible for administration, pay, and/or training as indicated in the attachment order. Attachments for less than 30 days will not include attachment for pay. Commander of attached unit will provide a certificate of training duty performance/attendance to the unit of assignment to support attendee's pay entitlement. Only attachments for periods of 30 days or more will include attachment for pay.

b. For attachment in another State, and when agreed by both State Adjutants General, attachment for periods over 30 days may include attachment for pay. Out of State attachments that do not specify pay will be paid through the parent unit based on certificates of duty performance. Pay administration for all Soldiers will be as directed by current NGB directives.

c. Attachment orders will cite this chapter as the attachment authority and will state whether the attachment is for training, pay, and/or administration. The officer's MPRJ will be processed as directed by the AG. Effective date of attachment must be at least one day later than the date the Soldier is assigned to the parent unit.

Chapter 6

Military Occupational Specialty (MOS) Re-designation

6-1. General.

This chapter provides policies and procedures for warrant officer MOS re-designation (first 4 characters), special qualification identifiers (SQI), additional skill identifiers (ASI), and language identifier code (LIC) awards. It does not apply to initial MOS designations upon appointment in the ARNG. All warrant officers must achieve qualification in their duty MOS, SQI, ASI and LIC, for the positions to which they are assigned. Qualification requirements are established by the appropriate DA MOS proponent as described in DA PAM 611-21.

6-2. Authority.

Title 32 United States Code, Section 307.

6-3. General policy and procedures for MOS re-designation.

a. Re-designation of a MOS will be accomplished by approval authority of the State AG, based on: recommendation of the State's officer personnel manager (OPM); Federal Recognition Board action (when necessary); and supported by the DA MOS proponent's certification documentation; or verified prior service in the requested MOS in accordance with the standards prescribed in DA PAM 611-21.

b. Authority to redesignate a MOS may be delegated by State Adjutants General not lower than to the State's OPM at the JFHQ or equivalent level.

c. An MOS re-designation will be necessary and should be accomplished only to comply with assignment criteria and career progression.

d. An MOS re-designation will normally occur only when:

(1) A warrant officer requests re-designation to achieve military technician position compatibility or changes residence to an area where unit vacancies in the MOS held are limited.

(2) A change in a warrant officer's physical profile restricting performance in the current MOS.

(3) The State OPM recommends a change to meet State needs and long-term career development of warrant officers.

(4) Re-assignment caused by unit reorganizations (see paragraph 6-4).

(5) No other qualified warrant officers are available for assignment to the position vacancy.

e. Prior to MOS re-designation, all warrant officers must be MOS certified in the new MOS by the appropriate DA MOS proponent or have creditable prior service as a warrant officer in the requested MOS in accordance with standards of DA PAM 611-21. All warrant officers without creditable service in the requested MOS will submit a request for predetermination in accordance with paragraph 2-8 of this regulation prior to MOS re-designation.

f. MOS re-designation will be initiated by or with the consent of the warrant officer concerned.

(1) The action will normally be requested by the warrant officer in memorandum format (see figure 6-1) through channels to The Adjutant General. Memorandum will include evidence of the warrant officer's qualification for the new MOS. This evidence will be in the form of a document from the appropriate DA MOS proponent certifying qualification in the requested MOS. If MOS qualification is based on the warrant officer having held the requested MOS previously, the Federal recognition order previously awarding the MOS will be provided as evidence of

MOS qualification.

(2) The State AG will either approve and forward the request for Federal Recognition Board action (see figure 6-1) or disapprove the request. Federal Recognition Board action is not required for warrant officer aviators who have become qualified to operate a different series, model or category of aircraft.

g. Upon the recommendation of the Federal Recognition Board and approval of The AG, the State will issue the MOS re-designation orders (NGR 310-10, format 370). These orders will become part of The AG's recommendation to the CNGB, (see figure 6-2) for permanent Federal recognition in the new MOS.

h. The newly awarded MOS will become either the primary or an additional MOS. If the new MOS becomes the primary designator, the MOS from which redesignated should be awarded as an additional or secondary MOS.

6-4. Unit reorganization.

a. Warrant officers whose duty positions are deleted or duty position MOS changed due to unit reorganization may be re-assigned to a position with a different duty MOS. Warrant officers re-assigned to positions with a MOS different than their primary or additional MOS must be certified in the new MOS by the appropriate DA MOS proponent within two years of assignment to the new position.

b. Requirements for certification in the new duty MOS can only be determined by the applicable DA MOS proponent. Affected warrant officers without creditable service in the new MOS must submit a request for predetermination in accordance with paragraph 2-8 of this regulation. If possible, individual should initiate request for predetermination in the new MOS prior to reorganization. If not submitted prior to reorganization, request for predetermination must be submitted no later than 90 days after effective date of reorganization. Failure to become fully qualified within two years of assignment to the new duty MOS, will necessitate termination of the warrant officer's State appointment IAW paragraph 10-2a (16), this regulation.

6-5. Exemption from Federal Recognition Board appearance.

Applicants being considered for an MOS re-designation do not need to appear in person before the FRB unless they or the president of the FRB so desire.

6-6. Award of a SQI, ASI, and LIC.

Upon determination that a warrant officer meets all of the special requirements of DA PAM 611-21, AR 611-6 and approval of the State AG, the State OPM will issue a Memorandum to the affected warrant officer announcing the award of a SQI/ASI/LIC (see sample format at Figure 6-3).

LETTERHEAD

OFFICE SYMBOL

(DATE)

MEMORANDUM THROUGH (INTERMEDIATE COMMANDER(S))

FOR (STATE ADJUTANT GENERAL)

SUBJECT: Re-designation (or award if appropriate) in Warrant Officer (Enter MOS, SQI, ASI, and/or LIC as applicable)

1. I request the following (enter MOS, SQI, ASI, and/or LIC as applicable) re-designation (or award if appropriate) under the provisions of NGR (AR) 600-101.

- a. Name:
- b. SSN:
- c. Present grade:
- d. Present MTOE/TDA unit title, position title, (enter MOS and SQI, ASI, and LIC as applicable), paragraph, and line number.
- e. Proposed MTOE/TDA unit title, position title, (enter MOS and SQI, ASI, and LIC as applicable).
- f. Mailing address:

2. I possess the following qualifications for the (enter MOS, SQI, ASI, and/or LIC as applicable) and position sought (attach evidence in accordance with NGR (AR) 600-101, paragraph 6-3 and 6-6).

Encl
DA Form 1059

SIGNATURE BLOCK

Figure 6-1. Format for Memorandum Requesting MOS/SQI/ASI/LIC Change

LETTERHEAD

OFFICE SYMBOL

(DATE)

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-ARP-CO

SUBJECT: Re-designation in Warrant Officer MOS

I request that Federal recognition, effective (date) be extended to (first, middle, last name), (SSN), (grade), in MOS (first four characters), (title) with assignment to (MTOE/TDA position and unit designation).

(Authority line when used)

3 Encls

1. (State order)
2. (Request from WO
with enclosures)
3. NGB Fm 89 (if required)

SIGNATURE BLOCK OF STATE ADJUTANT
GENERAL OR REPRESENTATIVE

Figure 6-2. Format for Memorandum for Federal Recognition to Chief, NGB Requesting MOS Change

LETTERHEAD

OFFICE SYMBOL

(Date)

MEMORANDUM THROUGH (Major Command)

FOR: (The affected Warrant Officer)

SUBJECT: Award of Special Qualification Identifiers, Additional Skill Identifiers, and Language Identification Codes

1. In accordance with DA PAM 611-21 and/or AR 611-6 as applicable and entries on your personnel file at this headquarters, you have completed the requirements for award of the following Special Qualification Identifiers, Additional Skill Identifiers, and/or Language Identification Codes:

<u>(Special Qualification Identifier)</u>	<u>(Title)</u>
<u>(Additional Skill Identifier)</u>	<u>(Title)</u>
<u>(Language Identification Code)</u>	<u>(Title)</u>

2. Congratulations on your accomplishment. I urge you to continue your education and enhance your effectiveness at every opportunity.

3. If you have any questions concerning the above, or desire to submit documentary evidence of qualifications for award of additional SQI or ASI, please contact the undersigned at your convenience.

(AUTHORITY LINE)

OPMS Manager

Figure 6-3. Format for Memorandum Announcement Award of SQI, ASI, and/or LIC

Chapter 7
Promotions

7-1. Responsibility.

The promotion of warrant officers in the ARNG is a function of the State. As with original appointments, a warrant officer promoted by State authority has a State status in the higher grade under which to function. However, to be extended Federal recognition in the higher grade, the officer must satisfy the requirements prescribed herein.

7-2. Promotion criteria.

a. Promotion will be based on: DA MOS proponent certification (satisfactory completion or constructive credit of appropriate level of military education); time in grade; demonstrated technical and tactical competence; and potential for service in the next higher grade as determined by a Federal Recognition Board. Promotion will not be used solely as a reward for past performance. Neither a Soldier's marital status nor the employment, educational pursuits, or the volunteer service activities of his or her spouse may be considered when determining whether to recommend a Soldier for Federal recognition.

b. Except as provided in this chapter, promotion will be accomplished only when an appropriate MTOE or TDA position vacancy exists in the unit.

c. Promotions will support equal opportunity goals and will be made without regard to race, color, religion, sex, or national origin.

d. All warrant officers recommended for promotion must be fully qualified under the terms of this regulation. In addition, warrant officers in the grade of CW2 to CW5 must also possess those additional requirements of DA PAM 611-21 or other document(s), which stipulate a requirement to be qualified in an Additional Skill Identifier (ASI), and/or Skill Qualification Identifier (SQI). For promotion from W01 to CW2 the warrant officer need not be ASI or SQI qualified.

e. Warrant officers may be promoted up to the grade of CW4 without regard to the Standard of Grades limitations shown in TOE/MTOE/TDA/TAADS documents or those listed in DA PAM 611-21.

f. For promotion to CW5, a warrant officer is required to be assigned to a MTOE/TDA duty position coded MW, W5, or to a position certified by the appropriate DA MOS proponent as approved for coding as a W5 and be fully DMOS qualified. The total number of warrant officers in the grade of W5, assigned in any state/territory will not exceed the cumulative number authorized within that state/territory.

7-3. Promotion as a Reserve warrant officer of the Army.

A warrant officer who is promoted by the State and extended Federal recognition in the higher grade will be concurrently promoted to the higher grade in the Reserve of the Army with assignment to the Army National Guard of the United States (ARNGUS).

7-4. Computation of promotion service to determine Promotion Eligibility Date (PED).

a. An ARNG warrant officer's years of promotion service are computed by adding all service in an active status performed in the current permanent warrant officer grade. A warrant officer released from active duty after 30 September 1986 will be credited with service performed in the

equivalent temporary (AUS) warrant officer grade held at the time of the warrant officer's most recent appointment in the Reserve of the Army.

b. No service will be counted more than once.

7-5. Personnel security screening.

A favorable security check in accordance with AR 380-67 is required for promotion.

7-6. Wearing of insignia.

The wearing of insignia of the higher grade is not authorized until Federal recognition has been extended by the CNGB. All insignia of grade and branch will be worn as prescribed by AR 670-1. Frocking of warrant officers is not authorized.

7-7. Eligibility for promotion.

a. To be considered for Federal recognition and concurrent Reserve of the Army promotion following State promotion to fill a unit vacancy, an ARNG warrant officer must--

(1) Be in an active status and DMOS qualified. See paragraphs 7-7d and 7-7e below for exception.

(2) Be medically fit in accordance with AR 40-501 and meet the height and weight standards prescribed in AR 600-9.

(3) Have completed the minimum years of promotion service indicated in table 7-1.

(4) Have completed the minimum military education requirements prescribed in table 7-2.

(5) Have passed an APFT within the time frame prescribed below:

(a) Six months from promotion effective date for AGR Soldiers.

(b) Twelve months from promotion effective date for non-AGR Soldiers.

NOTE: A warrant officer who has failed the APFT or failed to take the APFT should be flagged in accordance with AR 600-8-2 and is not eligible for Federal recognition until such time he or she has satisfactorily passed the standard or an alternate APFT.

(6) Promotion to CW2 requires the execution of the Oath of Office (DA Form 71) as a commissioned warrant officer.

(7) Be recommended by the warrant officer's immediate commander (see Figure 7-1).

b. Warrant officers accessed from other components or services must meet the promotion requirements of this regulation regardless of their promotion eligibility prior to their Federal recognition in the Army National Guard.

c. An ARNG warrant officer who has been in the ING or appointed from the USAR serving in an inactive status, (USAR REINF is not considered inactive status), will not be considered for promotion to the next higher grade until at least one year after the date of return to an active status regardless of time in grade served.

d. Warrant officers to be recertified in a new MOS due to reorganization or inactivation remain MOS qualified for promotion purposes for a period of one year from the effective date of the reorganization or inactivation provided all education requirements are met in the old MOS.

e. Aviation Warrant Officers assigned to company grade aviator positions in accordance with paragraph 4-3b of this regulation remain eligible for promotion to the next higher grade, not to exceed the grade of CW4. Prior to promotion

Implementation Policy (NGR 600-101)
October 2006

the individual must be qualified in their primary MOS and meet all other promotion requirements. Early promotion under the 5-year rule of table 7-1, is not applicable to individuals promoted while assigned to company grade aviator positions.

7-8. Minimum years of promotion service.

A warrant officer must complete the minimum years of promotion service as shown in Table 7-1 to attain eligibility for promotion and receive Federal recognition in the higher grade:

Table 7-1. Minimum Time-In-Grade for Promotion

Grade	Years in Lower Grade
WO1 to CW2	2
CW2 to CW3	6 See note.
CW3 to CW4	6 See note.
CW4 to CW5	5

Note: A warrant officer in the grade CW2 or CW3 assigned to a position rank coded higher than his or her current grade meets the minimum years of promotion service upon completing 5 years in the lower grade.

b. The Title 10 AGR Staff Management Office will review the request and if determined to be valid will forward correspondence to the warrant officer's parent State recommending promotion action to the next higher grade. Staff Management Office will grant an additional TDA allocation commensurate to the recommended grade, and withdraw the current grade. If the State concurs with the requested action and a Federal Recognition Board determines the officer qualified for promotion, the State will publish orders citing this regulation as the promotion authority.

c. If the State does not desire to promote the warrant officer, the NGB Staff Management Office, will be notified in writing and the promotion action terminated upon notification of the Soldier.

7-9. Military education requirements.

a. The military education levels shown in Table 7-2 must be attained prior to the effective date of next promotion. See below for exceptions.

b. AGR warrant officers are required to attend accredited Regular Army (RA) courses or complete the Army Training System Courseware (TATS-C) in satisfying WOES requirements. Exceptions to required attendance at RA or TATS courses to satisfy professional education requirements can only be granted by NGB-ARH.

c. All other warrant officers (civil service technicians and traditional warrant officers) may complete Reserve Component (RC) configured courses applicable to their current duty MOS in order to meet the military education promotion requirement. Currently there are no RC configured courses for the Warrant Officer Staff or Senior Staff Courses (WOSC, WOSSC).

d. Warrant officers assigned to positions for which they are not duty MOS qualified are not eligible for promotion until determined so qualified by certification from the DA MOS proponent, except as authorized in paragraphs 7-7d and 7-7e above. All Warrant officers must complete proponent certification requirements for the new duty MOS within two years from the date of assignment (see also Chapter 6 for MOS re-designation)

e. Aviation rated commissioned officers subsequently appointed as rated warrant officers are granted constructive credit for the Warrant Officer Aviation Advanced Course, provided they have completed the Aviation Officer Advanced Course within seven years from date of appointment as a warrant officer.

7-10. Promotion of ARNG warrant officers serving on Title 10 AGR Tours.

a. Upon determining that a warrant officer serving on Title 10 AGR tour managed by NGB is eligible for promotion, a Memorandum prepared by the first line supervisor IAW Figure 7-1 herein, will be forwarded to Chief, Staff Management Office, ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. Memorandum will include as enclosures documents required in Appendix B.

Implementation Policy (NGR 600-101)
October 2006

Table 7-2. Minimum Military Educational Requirements for Promotion and Time in Current Grade Required for Course Enrollment.		
For promotion to:	Military education requirement is: enrollment is:	Time in Current Grade requirement for course
CW2	Warrant Officer Basic Course (WOBC), or equivalent certification within two years from date of initial appointment as WO1.	NA
CW3	Completion of the ST 7000 Action Officer Course administered by the Warrant Officer Career Center (WOCC), Fort Rucker, Alabama, and the duty MOS Warrant Officer Advance Course (WOAC), or equivalent.	3 years TIG as CW2
CW4 4 years TIG as CW3	Warrant Officer Staff Course (WOSC).	
CW5	Warrant Officer Senior Staff Course (WOSSC).	4 years TIG as CW4 and assigned IAW para 7-2f

Implementation Policy (NGR 600-101)
October 2006

LETTERHEAD

OFFICE SYMBOL

(DATE)

MEMORANDUM THRU (Intermediate commander(s)) (For AGR T-10, include NGB-ARZ-T)

FOR (State Adjutant General)

SUBJECT: Recommendation for Promotion of Warrant Officer

1. Under the provisions of NGR 600-101, Chapter 7, the following named warrant officer is recommended for promotion in the (STATE) Army National Guard:

- a. Name:
- b. SSN:
- c. Current grade:
- d. Duty MOS:
- e. Present unit assignment, paragraph, and line number:
- f. Grade, position title, rank code, and unit for which recommended (include paragraph and line number):
- g. Mailing address: Home and Unit
- h. Ethnic Group:

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade, and branch for which recommended.

- a. The following periods of service are creditable for promotion to the higher grade:
- b. Individual meets the minimum military education requirements per enclosed evidence.
- c. Individual meets the height and weight standards of AR 600-9: (Yes/No) Height _____ Weight _____, if applicable: actual Body Fat percentage: _____ maximum allowable Body Fat percentage _____.
- d. Individual passed the APFT on _____, with a total score of _____:

Encl
(List Encl's)

SIGNATURE BLOCK
(commander/supervisor)

Figure 7-1 Recommendation for Promotion

Chapter 8
Civilian Education.

8-1. General.

As a reflection of the Total Army, the demand for higher educated warrant officers within the ARNG has escalated sharply in recent years, and promises to continue to do so into the 21st Century. Warrant officers must achieve even higher levels of education as equipment, systems, training and missions become more sophisticated.

8-2. Civilian education goals.

The goal for ARNG warrant officers is to attain a specialty related associate degree or 60 college semester hours by the 8th year of warrant officer service. An additional goal is to attain a baccalaureate degree by the CW4 promotion point. Although these are goals, a requirement exists for warrant officer applicants for certain MOS career fields to have achieved six hours college level English or equivalent.

Chapter 9 Federal Recognition Boards

9-1. General.

Warrant officers of the ARNG are appointed and promoted by the States under Article 1, Section 8 of the U.S. Constitution. In order for a warrant officer to be concurrently appointed, promoted, or receive an MOS re-designation as a Reserve warrant officer of the Army, the State action must be federally recognized. Federal recognition action is the acknowledgment by the Federal government that an officer appointed, promoted, or redesignated to an authorized grade and position vacancy in the ARNG meets the prescribed laws and regulations. This chapter outlines the personnel actions requiring examination for Federal recognition and for the conduct of a Federal Recognition Board (FRB).

9-2. Authority.

Under Title 32, USC, section 307, a board of officers will be convened to determine whether applicants for Federal recognition meet the medical, moral, and professional qualifications to perform the duties of the grade and position for which examined. A warrant officer who is federally recognized is tendered an appointment as a Reserve warrant officer of the Army with assignment to the ARNGUS (Title 10, USC, section 12211).

9-3. Appointment.

Federal Recognition Boards are appointed by the numbered Continental US Army (CONUSA) commanders having jurisdiction over the States. These appointments are made for the Secretary of the Army. The Senior Regular Army Advisor (SRAA) assigned in each State is the delegated authority to appoint commissioned officers and warrant officers authorized to become members of FRB and to sign the appointment order for the CONUSA Commander.

9-4. Composition.

A Federal Recognition Board will consist of a total of three commissioned officers of the Regular Army and the ARNG. In the selection of officers (which may include commissioned warrant officers) from the ARNG, State Adjutants General may also nominate officers to the SRAA for membership.

a. All members of an FRB must be at least one grade senior to the applicant who is to be examined for promotion. For other actions (such as appointment and MOS re-designation), all officers on a FRB must be at least a captain or chief warrant officer senior in date of rank to the applicant who is to be examined.

b. One, and preferably two, of the three officers of the board will be from the Regular Army. The remaining officer(s) will be from the ARNG and must be in an active ARNG status. When the CONUSA Commander determines that Regular Army officers are not available, ARNG officers may be detailed in their place. If no Regular Army officers are members of the board, at least one ARNG officer must be serving on full time National Guard duty (FTNGD) status authorized by Title 10 or 32, U.S.C. Each ARNG officer must be federally recognized in the grade and branch required for membership on the board. The assignment of ARNG officers in place of Regular Army officers should be used as a last resort.

c. The senior member of the board will serve as president of the board.

d. A minimum of one member and preferably two should be in the same branch (federally recognized if ARNG

officers) as the applicant to be examined.

e. When available, a commissioned Army aviator will be included as a member of the board when considering applicants for appointment with assignment to an aviation position.

f. Whenever possible, board membership should include a minority group or female officer when considering minority group or female applicants.

g. Whenever possible, boards will be convened using internal assets. Where this is not possible, The AG may authorize the SRAA to coordinate directly with other Regular Army activities, or adjoining State Army National Guard headquarters.

9-5. Board site.

The FRB should be established at the State headquarters level to provide a uniform basis for selection and to assure that only candidates possessing full qualifications and high potential for success as warrant officers are appointed or promoted. When geographical considerations warrant the designation of multiple board sites, their number should be strictly limited, and each board will be given identical guidance.

9-6. Notification to applicants.

a. Upon the board's receipt of applications and allied papers required by the regulations under which individuals are applying for Federal recognition, the president of the board will notify the applicant(s) of the time and place to appear before the board if required.

b. Applicants will be so scheduled that, so far as practicable, no one need to spend more than one day at the board site.

c. When possible, applicants for the same MOS will be scheduled in sequence so that the board member(s) of that MOS may sit without interruption.

d. The applicant will be advised in advance of the board date of any additional information desired by the board or required by regulations to correct or complete an application.

9-7. Procedure.

Full membership of a board constitutes a quorum. If all members are not present, the board will adjourn until such time as the attendance of all members can be obtained. If all members cannot be assembled within a reasonable time, the president of the board will report that fact to the State AG or his or her designee.

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

(1) The board recorder will read the order appointing the board.

(2) Challenges shall be received. If challenges are received, follow procedures prescribed in 9-7b, below.

(3) The recorder will administer the oath to all other members of the board. The President in-turn, will administer the oath to the recorder. Oaths are as follows:

(a) By the recorder to the other members of the board;
"You, _____, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, that you will exercise the highest integrity throughout these proceedings, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except as may be directed by proper authority."

(b) By the president to the recorder;
"You, _____, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of

Implementation Policy (NGR 600-101) October 2006

the Army, perform the duties imposed upon you, that you will exercise the highest integrity throughout these proceedings, that you will keep a true record of the proceedings of this board, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority."

(4) The recorder will brief the members of the board as to their responsibilities.

(5) The president of the board will discuss the Memorandum of Instructions with the other members of the board.

(6) The board will interview all applicants in person for initial appointment or when required as follows:

(a) Applicants being considered for promotion need not appear in person, unless the president of the FRB so desires.

(b) Applicants being considered for MOS redesignation need not appear in person, unless the president of the FRB so desires.

(c) The State AG may waive in extreme circumstances, the board appearance of an applicant for initial appointment.

b. Challenges. Each applicant appearing in person will be given an opportunity to challenge any member or members for causes as follows:

(1) Only one challenge will be made at a time.

(2) The applicant will declare the cause on which each challenge is based.

(3) The board, exclusive of the challenged member, will determine the validity of the challenge.

(4) When a challenge is sustained, the board will suspend proceedings and transmit the record of proceedings to the State AG or his or her designee, which may include the Senior Army Advisor.

(5) The State AG or his or her designee may:

(a) Approve the action of the board and replace the challenged member, or

(b) Disapprove the action of the board and direct the board to proceed.

c. The president of the board will advise the applicant that all statements made to the board and all forms submitted in connection with the application for Federal recognition will be verified against available records, and the disclosure of any false or incomplete statement may be cause for denial of Federal recognition by the Chief, National Guard Bureau.

d. The board will determine from the records submitted and/or personal interview, whether or not the applicant meets all requirements for Federal recognition in the grade and military occupational specialty (MOS) for which being examined. See paragraph 9-8 through 9-11 below.

e. If at any time during the examination it is determined that the applicant is not qualified, the examination will cease, and the applicant will be excused. The findings and recommendations of the board will be indicated on the NGB Form 89, (Proceedings of a Federal Recognition Examining Board), IAW paragraph 9-12.

9-8. Examination.

a. General qualifications. The board will determine the general qualifications of each applicant to evaluate suitability for military service in the grade and MOS for which Federal recognition is being applied for by considering:

(1) Military and civilian education, age, mental aptitude, citizenship, personal character, leadership traits, and motivation.

(2) Military, business, and professional experience.

(3) Efficiency of military unit under applicant's

command, if applicable.

(4) Responsibilities that will devolve upon the applicant.

(5) Review of the applicant's enlisted or officer evaluation report file.

(6) Security requirements and evidence that proper screening has been initiated or completed.

b. Medical qualifications. In determining the medical qualifications of an applicant, the board will not be limited to a review of the records submitted but may, if indicated, require additional medical evidence or examination. If any records or other evidence indicate that the applicant is medically disqualified, the board will conclude its examination and report the cause that produced the disqualification.

c. Physical fitness standards.

(1) Weight/body fat standards in AR 600-9 apply for all warrant officers to include initial appointment.

(2) Warrant officers who have failed the most recently administered Army Physical Fitness Test (APFT), or have not taken the standard/modified APFT within the time frame prescribed in AR 350-1 will be flagged IAW AR 600-8-2 and be in a nonpromotable status. See also, paragraph 7-7a(5) of this regulation.

(3) Warrant officers on temporary physical profile(s) may be examined by a FRB to determine if otherwise qualified. The effective date of promotion will be contingent upon satisfying the APFT requirements.

d. Integrity and character. Throughout the selection process, consideration must be given to a warrant officer's integrity and moral character. These attributes constitute the real foundation of successful leadership. A warrant officer must set a positive personal example and demonstrate an unequivocal commitment to the values of the professional Army ethic as outlined in DA Pamphlet 600-3. Absolute integrity of word, deed, and signature is a matter that permits no compromise. An officer who has sacrificed his or her integrity has forfeited the respect and trust of those with whom he or she serves. Accordingly, each officer bears great responsibility for the establishment and observance of scrupulous ethical and moral standards. The board will inquire into the moral character of the applicant, is authorized to seek verification in writing of the statements made by the applicant, and may seek additional information from reliable sources to clarify any unfavorable situations. The applicant will be informed of any unfavorable statements of facts relative to moral character and will be given an opportunity to refute or explain such statements.

e. Professional qualifications. It is within the prerogatives of the board to prescribe such professional examinations, either written or by practical test, as it deems necessary to determine the professional qualifications of the applicants if the records indicate that such is desirable. In determining applicant professional qualifications, the board will be guided by DA PAM 611-21 and technical certification documentation or appropriate military education course completion certification from the applicable DA MOS proponent.

9-9. Appraisal of experience.

a. Applicants without prior warrant officer service who are not graduates of an OCS or WOCS course will be examined in the following manner. After reviewing the application and allied papers, the board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. Technical competence will be determined from the DA MOS proponent's evaluation of the applicant's predetermination packet. A favorable recommendation from the DA MOS proponent on the predetermination packet is evidence of the

applicant's technical competence.

b. Applicants with prior warrant officer service, OCS, or WOCS credit will be examined in the following manner. The board will examine the application and allied papers and may question the applicant regarding experience. Matters that are listed in paragraph 2-15, but which were waived by the CNGB prior to the applicant's appointment, will not by themselves be the basis of finding the applicants unqualified for Federal recognition. Additionally, the applicant's evaluation reports, inspection reports, and AT evaluations that cite the officer's manner of performance will be thoroughly reviewed to determine general fitness. The determination that the applicant's technical competence is sufficient for certification and award of a MOS can be determined only by the appropriate DA MOS proponent.

9-10. Appraisal of promotion qualifications.

Applicants for promotion will be examined IAW Chapter 7 of this regulation and the current Memorandum of Instruction providing Secretary of the Army guidance to FRB members regarding standards for promotion of ARNG warrant officers as Reserve warrant officers of the Army. An applicant for promotion may be examined for promotion not earlier than three (3) months in advance of completing the prescribed requirements of chapter 7 this regulation so that, if recommended by a FRB, promotion may be effected on the date the promotion requirements are met.

9-11. Determination of qualifications of warrant officers of other Army components.

Warrant officers applying for Federal recognition in the same grade and MOS as that held in another Army component (RA/USAR) are exempt from FRB examination. Warrant officers seeking appointments in the ARNG in a MOS other than those they currently hold must appear before a FRB for a determination of their qualifications after favorable predetermination of the MOS is received from the appropriate DA MOS proponent.

9-12. Findings.

a. The findings and recommendations of the board will be reported on an NGB Form 89. This form shall be regarded as privileged information, marked "FOR OFFICIAL USE ONLY," and forwarded to The AG through the Senior Army Advisor. If the applicant is found "not qualified," the reasons will be indicated on the NGB Form 89.

b. After adjournment, members are encouraged to familiarize other officers with Federal Recognition Board procedures in general. However, specific analysis of the board's proceedings pertaining to the selection or nonselection of individual officers, whether recorded or unrecorded, will not be disclosed, except as directed by appropriate authority.

c. Board membership will not be revealed until the board adjourns. The board will not adjourn until authorized to do so by The AG or his or her designated representative.

9-13. Unanimity of recommendations.

To receive a favorable recommendation for Federal recognition, the board must recommend in unanimity. Less than a unanimous recommendation by the board will be regarded as an unfavorable recommendation.

9-14. Reconsideration for Federal recognition.

a. An applicant who is not recommended for Federal recognition upon consideration by the FRB may be authorized by The AG to be considered by a subsequent FRB when evidence indicates that a material error existed in

the record or that the deficiency for which the individual was initially rejected no longer exists and the applicant meets all other requirements specified for initial consideration.

b. Subsequent Federal Recognition Boards will not consist of any member(s) who previously examined an applicant that was not recommended for the action requested.

9-15. Procedures upon completion of examination by the FRB.

a. Upon completion of the examination of each applicant, the examining board recorder will prepare a written record in duplicate, of the proceedings using NGB Form 89. Include as exhibits any documents the board deems pertinent to their findings and recommendations and as such are required to become a part of the record of proceedings.

b. Temporary Federal Recognition

(1) Temporary Federal recognition may be granted by the FRB to those eligible, as indicated in paragraph 2-3, when the board finds that the applicant:

(a) Has successfully passed the examination prescribed herein.

(b) Has subscribed to the oath of office (NGB Form 337), and if appointment is to the grade of CW2, the Oath of Office—Military Personnel (DA Form 71).

(c) Has been appointed by a State order for assignment to a position vacancy in a federally recognized unit of the ARNG.

(2) Temporary Federal recognition shall be effective on the date that final action prescribed by paragraph 9-15b(1) above is accomplished, unless otherwise stated in this regulation.

(3) In the case of an applicant being found qualified for Federal recognition as a warrant officer, W1, except for the successful completion of the warrant officer candidate course, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a warrant officer in the Army National Guard and is selected for entry into WOCS. Applicant is extended temporary Federal recognition as a warrant officer W1 as provided by NGR (AR) 600-101, to be effective from the date of successful completion of WOCS. Failure to achieve DA proponent duty MOS certification within two years of warrant officer appointment will subject the applicant to withdrawal of Federal recognition."

(4) In the case of an applicant being found qualified for Federal recognition as a chief warrant officer, W2, in accordance with paragraph 2-10b and/or 2-10c of this regulation, credited with completion of WOCS, and Department of the Army MOS certified, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a chief warrant officer, W2, in the Army National Guard as provided by NGR (AR) 600-101, to be effective (Date)."

(5) In the case of an applicant being found qualified for Federal recognition as a chief warrant officer, W2, in accordance with paragraph 2-10b or 2-10c this regulation, but not Department of the Army proponent certified, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a warrant officer in the Army National Guard and is extended temporary Federal recognition as a warrant officer, W1, as provided by NGR (AR) 600-101, effective (Date). The applicant is promotable to the grade of chief warrant officer, W2, to be effective upon Department of the Army proponent MOS certification."

(6) In the case of an applicant being found qualified for Federal recognition as a chief warrant officer, W2, in accordance with paragraph 2-10c(2) this regulation, except for the successful completion of the warrant officer

Implementation Policy (NGR 600-101)
October 2006

candidate course and Department of the Army MOS certification, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a warrant officer in the Army National Guard and is extended temporary Federal recognition as a warrant officer, W1, as provided by NGR (AR) 600-101, to be effective from the date of successful completion of WOCS. The applicant is promotable to the grade of chief warrant officer, W2, to be effective from the date of the Department of the Army MOS proponent certification without further Federal Recognition Board action."

9-16. Disposition of records.

a. All records of the board are subject to review and approval by the CNGB, on behalf of the Secretary of the Army.

b. The board will forward the following documents through the Senior Regular Army Advisor to The AG for completion of the actions indicated in paragraph 9-18:

(1) NGB Form 89.

(2) All copies of application and allied papers.

(3) Statement of Understanding for Appointment in the Grade of WO1, if applicable (see figure 9-1).

c. Membership, instructions, and recommendations of the board shall remain "FOR OFFICIAL USE ONLY" until after public announcement has been made by proper authority.

9-17. Actions required by the Senior Regular Army Advisor (SRAA).

a. Upon receipt of a board proceedings, the SRAA, acting for the appointing authority, will review the proceedings to ensure administrative accuracy and completeness. If the proceedings are found to contain administrative errors or to be incomplete, they will be returned to the board with instructions.

b. The SRAA will certify administratively correct and complete proceedings to the TAG after certifying Page 2 of 2, Conduct of the Board, NGB Form 89.

9-18. Actions required by the State Adjutant General.

The AG will take the following action when:

a. The board favorably recommends the applicant:

(1) Examine the application for completeness of the NGB Form 89, NGB Form 337, and any other documents entered into the record of the board, to include those related documents shown in Appendix B of this regulation.

(2) Approve and forward the application to the Chief, National Guard Bureau, ATTN: NGB-ARP-CO. As an exception, Federal Recognition Board actions relative to examination of initial entry warrant officer applicants will not be forwarded to CNGB until after the candidate successfully completes the Warrant Officer Candidate School (WOCS).

b. Personnel actions forwarded to CNGB for award of permanent Federal recognition will be assembled in accordance with standardized checklists shown in Appendix C of this regulation.

c. If the board does not favorably recommend applicant, notify the rejected applicant through the channels used for submitting the application furnishing the reason for disqualification. If the reason for rejection does not act as a permanent bar to Federal recognition, advise the applicant of the procedure and requirement for resubmission of the application.

9-19. Actions by the Chief, National Guard Bureau.

a. Review the record of board proceedings and the recommendations of the State AG to determine if the application meets the qualifications and requirements for Federal recognition.

b. Extend permanent Federal recognition to the applicant in the grade and MOS in which the applicant is qualified.

c. Concurrently request PERSCOM (St. Louis, MO) to appoint the applicant as a Reserve warrant officer of the Army in the grade in which federally recognized.

d. Issue Certificates of Eligibility to applicants who have applied for the same, under the provisions of paragraph 2-17.

e. If upon review of all records, an applicant is not granted Federal recognition, The AG will be notified and temporary Federal recognition, if in effect, will be withdrawn.

Statement of Understanding for Appointment as a Warrant Officer

"I understand that if I am appointed as a warrant officer in the ARMY NATIONAL GUARD of the State of _____, I must successfully complete warrant officer MOS certification within two years of the effective date of my appointment unless extended by the Chief, National Guard Bureau. I also understand that failure to achieve MOS certification as specified above will result in withdrawal of my Federal recognition from the ARNG and my appointment as a Reserve warrant officer of the Army."

(SIGNATURE)
(TYPED NAME)
(SOCIAL SECURITY NUMBER)

Figure 9-1. Statement of Understanding for Appointment as a Warrant Officer

Chapter 10

Termination of appointment and withdrawal of Federal recognition.

10-1. Authority.

Sections 323 and 324, Title 32, United States Code, Army Regulation 135-175 and NGR (AR) 635-100.

a. The termination of a warrant officer's appointment in the ARNG is a function of the State.

b. The withdrawal of Federal recognition of a warrant officer is a function of the CNGB.

c. The discharge of a warrant officer from his or her appointment as a Reserve warrant officer of the Army is a function of the Secretary of the Army.

d. All appointments are automatically terminated upon death. In such cases, DD Form 1300, Report of Casualty, will be submitted to the CNGB immediately upon receipt of the death certificate. Separation order is not required.

10-2. Criteria.

a. The appointment of an ARNG warrant officer should be terminated for the following reasons:

(1) If the appointment is contrary to State law and regulation, the CNGB, will be notified and Federal recognition will be withdrawn.

* This Chapter will be superseded by revised NGR (AR) 635-100 on its implementation effective date.

(2) Resignation.

(a) A warrant officer may tender a resignation, through channels, to the State AG. If accepted, the State AG will publish orders separating the warrant officer from the ARNG appointment, and furnish copies to the CNGB, ATTN: NGB-ARP-CO. The resignation may be concurrent, if so requested by the affected individual, from the ARNG and as a Reserve of the Army for warrant officers without a remaining service obligation. In such cases, the MPRJ with copies of the separation orders must be furnished to the Commander, AR-PERSCOM, ATTN: DARP-SPR-R, 1 Reserve Way, St Louis, MO 63132, for separation from his or her Reserve of the Army status.

(b) When the resignation of an ARNG warrant officer has been accepted and Federal recognition withdrawn, revocation of the separation order will not be considered as a basis for restoration of Federal recognition. If the warrant officer desires to be reinstated, it is necessary to apply for reappointment in the ARNG.

(c) Resignation in lieu of efficiency or physical fitness board action under NGR 635-101 will be processed in accordance with that regulation.

(d) Resignation will not be accepted from warrant officers against whom flagging action has been initiated under AR 600-8-2, except for weight control program and APFT or unless under (c) above. Under no circumstances should resignation be accepted from those warrant officers in default of property or funds.

(e) Warrant officers with a remaining service obligation are not eligible to tender a resignation from the Reserve of the Army until completion of the obligation.

(3) Unless retained by Federal Recognition Order, all warrant officers entitled to retired pay who are not earlier removed from an active status for other reason(s), must be removed from an active status in the Army National Guard of the United States on the last day of the month in which they attain age 60.

(4) Absence without leave or reported as unsatisfactory participant for 3 months.

(5) When dismissed pursuant to an approved sentence of a court-martial.

(6) Upon conviction of a felony or sentence to confinement in a Federal or State penitentiary or correctional institution after having been found guilty of an offense by a court, other than a court-martial or military court, and whose sentence has become final.

(7) Upon order to active duty under the provisions of AR 135-210 (excluding TTAD) or acceptance of a commission, appointment, or enlistment in the National Guard, another Armed Force, US Public Health Service, US Military Academy, US Naval Academy, US Air Force Academy, or US Coast Guard Academy. In accordance with AR 135-175, Chapter 5, this type of action is normally a vacation of appointment.

(8) As a result of screening under any criteria contained in AR 135-133 or NGR 600-2.

(9) Employment with any foreign government or any concern controlled in whole or in part by a foreign government, unless prior approval is granted by the Assistant Secretary of the Army (M&RA) and the Department of State.

(10) When the State license, special accreditation, or special qualification required by the warrant officer's MOS is terminated, withdrawn or not renewed; or when a favorable report of character investigation is not rendered for applicants in the criminal investigation and intelligence career fields.

(11) When the warrant officer becomes medically disqualified for further military service.

(12) Upon expiration of the authorized period of time a warrant officer has been:

(a) Carried as an additional active duty warrant officer under paragraph 4-2c and not assigned to an authorized position vacancy in a federally recognized unit, or transferred to the Inactive National Guard, or.

(b) Failed to comply with the 90 day authorized period to consummate an interstate transfer or conditional release to the USAR.

(13) Upon failure to qualify for permanent or continued flying status, unless transferred to an authorized nonflying position for which otherwise qualified, or transferred to the Inactive National Guard.

(14) Upon failure to accept appointment as a Reserve warrant officer of the Army.

(15) Failure to pass the Army Physical Fitness Test. When no medical reason exists, mandatory initiation of separation proceedings is required for warrant officers who have two consecutive APFT failures.

(16) Failure of a warrant officer to complete required military and civilian education for the MTOE/TDA position held within a designated time frame.

(17) Failure to achieve satisfactory progress after participation in an established weight control program (AR 600-9).

(18) Failure to accept a commission upon promotion to Chief Warrant Officer Two, CW2.

b. Withdrawal of Federal recognition. Federal recognition of a warrant officer of the ARNG will be withdrawn by the Chief, National Guard Bureau for the following reasons:

(1) Separation or discharge from the State appointment as a warrant officer of the ARNG.

(2) Any reason in paragraph 10-2a above that would require discharge or removal from an active status as a Reserve warrant officer of the Army.

(3) Pursuant to the approved findings of a board convened under AR 135-175, NGR 635-101 or NGR 635-102.

(4) Withdrawal of Federal recognition of the unit to which the warrant officer is assigned.

(5) As the result of a determination of ineligibility for

Implementation Policy (NGR 600-101)
October 2006

permanent Federal recognition. Temporary Federal recognition, if granted, will be withdrawn.

(6) When a warrant officer is assigned to a position for which there is no provision for Federal recognition.

(7) When a warrant officer ceases to occupy an MTOE/TDA position appropriate to his or her MOS and fails to qualify in the new MOS as provided for in paragraph 4-3.

10-3. Reserve of the Army.

a. Unless discharged as a Reserve warrant officer of the Army, a warrant officer of the ARNGUS becomes a member of the USAR when Federal recognition is withdrawn.

b. Warrant officers who are not extended permanent Federal recognition and hold no Reserve of the Army appointment do not become members of the USAR upon withdrawal of temporary Federal recognition.

c. A warrant officer separated from the ARNG of one State and concurrently appointed as a warrant officer in the ARNG of another State remains a member of the ARNGUS, provided he or she has accepted appointment therein, and does not become a member of the USAR.

d. Upon separation from the ARNG, State orders will specify the control group prescribed in AR 140-10 to which the warrant officer is to be assigned. The Commander, AR-PERSCOM, will make further reassignments between control groups.

10-4. Records.

Records will be forwarded as prescribed in AR 600-8-104 whenever a warrant officer continues to hold an appointment in the Army National Guard or USAR.

a. Resignations or requests from warrant officers for assignment to a specific USAR control group will, if approved, be forwarded by endorsement by the State AG to the Commander, AR-PERSCOM, with appropriate records and State orders enclosed.

b. If a warrant officer is separated from the ARNG for cause (other than by unqualified resignation, mandatory removal from an active status for age, or lack of MTOE/TDA position), copies of appropriate documents supporting the separation will be included in the MPRJ when forwarded.

Glossary

Section I Abbreviations

ACCP Army Correspondence Course Program	NAC National Agency Check
AG Adjutant General	NGB National Guard Bureau
APFT Army Physical Fitness Test	OJT On the Job Training
ARNGUS Army National Guard of the United States	OPM Officer Personnel Manager
ASI Additional Skill Identifiers	OPMS Officer Personnel Management System
ATLDP Army Training and Leader Development Panel	OUI Operating Under the Influence
CNGB Chief, National Guard Bureau	PED Promotion Eligibility Date
CONUSA Continental US Army	RC Reserve Component
DWI Driving While Intoxicated	SNL Standard Name Line
ECLT English Comprehension Level Test	SQI Special Qualification Identifiers
FRB Federal Recognition Board	SRAA Senior Regular Army Advisor
FTNGD Full Time National Guard Duty	SWOT Senior Warrant Officer Training
GED General Education Development	TWOS Total Warrant Officer System
IERW Initial Entry Rotary Wing	WOAC Warrant Officer Advanced Course
IP Instructor Pilot	WOBC Warrant Officer Basic Course
LIC Language Identifier Code	WOC Warrant Officer Candidate
MOS Military Occupational Specialty	WOCS Warrant Officer Candidate School
	WOCS-RC Warrant Officer Candidate School - Reserve Component
	WOES Warrant Officer Education System
	WOSC Warrant Officer Staff Course

WOSSC

Warrant Officer Senior Staff Course

WOTTC

Warrant Officer Technical and Tactical Certification

Section II

Terms

Active Status

For the purpose of this regulation, service members are in an active status when they are active participant members of a Reserve component unit and not assigned to the Inactive National Guard (ING) or to the Standby Reserves on an Inactive Status List, or in the Retired Reserves.

Certification

Verification of MOS proficiency by a DA MOS proponent. Each DA MOS proponent establishes method and requirements. (Technical certification, MOS proponent technical certification, MOS proponent certification, MOS school proponent technical certification, MOS school proponent certification and MOS certification are all synonymous in meaning.)

Commissioned Warrant Officer

A warrant officer who has accepted a commission in a chief warrant officer grade of CW2, CW3, CW4 or CW5.

Federal Recognition

Federal recognition is the acknowledgment by the Federal government that a warrant officer who is appointed, promoted, or transferred to an authorized grade and position vacancy in the ARNG meets the requirements prescribed by law and regulations.

Initial appointment

The initial appointment of a warrant officer status in the ARNG. Regardless of the status from which appointed, an initial appointment will always be the act which coincides with the first time Federal recognition is extended in the ARNG as a warrant officer.

Initial Entry Rotary Wing (IERW) Aviator Training

Following WOCS, aviation warrant officers will complete IERW training at Fort Rucker, AL. IERW is the equivalent to Warrant Officer Basic Course for aviation specific warrant officers.

Reappointment

The act of appointing a warrant officer who was previously federally recognized as a warrant officer in the ARNG.

State(s)

The 50 States of the United States, Puerto Rico, the Virgin Islands, Guam and the District of Columbia.

Temporary Federal Recognition

Temporary Federal recognition is the interim status extended by a Federal Recognition Board (FRB) to a warrant officer of a State who has been appointed in the ARNG. By law (32 U.S.C. 308), this status will not be extended for longer than six months.

Warrant Officer

An officer appointed by warrant or commission by the Secretary of the Army, based on a sound level of technical and tactical competence. A warrant officer is a highly specialized expert and trainer who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support activities, or technical systems for an entire career.

Warrant Officer Candidate School (WOCS)

WOCS is the six weeks Regular Army (AA) version resident school which provides warrant officer candidates training in the fundamentals of leadership and basic military skills. This training is conducted in a high-stress environment where Training, Advising, and Counseling (TAC) officers subjectively evaluate candidates. Candidates are also evaluated by hands-on performance and written examinations. Attendance at the Regular Army resident WOCS is optional although it is preferred.

Warrant Officer Candidate School for Reserve Components (WOCS-RC)

WOCS-RC is the six week Regular Army WOCS course condensed into two two-week phases conducted back-to-back. WOCS-RC is designed for Reserve Component warrant officer candidates who are limited by time constraints from attending the AA WOCS version.

Warrant Officer Basic Course (WOBC)

Was previously known as the Warrant Officer Technical and Tactical Certification (WOTTC). WOBC is the warrant officer entry level certification of qualification and award of a Military Occupational Specialty (MOS) by a DA MOS proponent. Warrant Officer Basic Course (WOBC) and WOTTC are synonymous. WOBC is accomplished through successful completion of diagnostic examinations (written or hands-on), successful completion of resident technical certification courses, or resident and nonresident technical certification course modules. Proponents retain responsibilities for determination of ARNG training requirements. This course is an ARNG requirement for promotion to CW2.

Warrant Officer Education System (WOES)

The four levels of the warrant officer training system incorporating the Warrant Officer Candidate School, Warrant Officer Basic Course, Warrant Officer Staff Course, and the Warrant Officer Senior Staff Course.

Warrant Officer Advanced Course (WOAC)

Was previously known as the Senior Warrant Officer

Implementation Policy (NGR 600-101)
October 2006

Training (SWOT) Course. This training provides additional training for warrant officers serving at company and battalion levels. Until on or about 1 October 1998, the SWOT is the only ARNG requirement for promotion to the grades of Chief Warrant Officer, W3 and W4. Prior to admittance into a WOAC, all warrant officers must have completed the prerequisite common core studies (13 modules) provided by the Warrant Officer Career Center, Fort Rucker, AL. Enrollment in the prerequisite studies is accomplished by request to NGB-ARO-TI. This course is an ARNG requirement for promotion to CW3.

Warrant Officer Staff Course (WOSC)

This new common core four week course (two phases of two weeks each conducted back-to-back) prepares warrant officers to serve in staff positions at the brigade and high levels. This course is an ARNG requirement for promotion to CW4.

Warrant Officer Senior Staff Course (WOSSC)

The WOSSC is a common core two week resident course conducted at the WOCC, Fort Rucker, AL. This course prepares warrant officers selected for promotion to Chief Warrant Officer Five, to serve at the highest-level staff positions. This course is an ARNG requirement for promotion to CW5.

APPENDIX A
References

Warrant Officer Management Act
(10 U.S.C. 571-583, P.L. 102-190, Sections 1101-1132)

DODI 5200.2R
Personnel Security Program

AR 25-50
Preparing and Managing Correspondence

AR 27-55
Notarial Services

AR 40-501
Standards of Medical Fitness

AR 135-18
The Active Guard/Reserve (AGR) Program

AR 135-32
Retention in an Active Status after
Qualification for Retired Pay

AR 135-91
Service Obligations, Methods of Fulfillment

AR 135-100
Appointment of Commissioned and Warrant
Officers

AR 135-101
Appointment of Reserve Commissioned
Officers for Assignment to Army Medical
Department Branches

AR 135-175
Army National Guard and Army Reserve
Separation of Officers

AR 140-10
Assignment, Attachments, Details, and
Transfers

AR 195-3
Acceptance and Accreditation of Criminal
Investigative Personnel

AR 350-1
Army Training

AR 350-100 Officer Active Duty
Service Obligation

AR 380-67
Personnel Security Program

AR 600-8-2
Suspension of Favorable Personnel Actions
(Flags)

AR 600-8-22
Military Awards

AR 600-8-104
Name and Birth Data and Social Security
Number

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy and Procedures

AR 611-110
Selection and Training of Army Aviation
Officers

AR 614-162
Selection, Training, and/or Assignment of In-
Service Officer Volunteers to Special Forces
Organizations

AR 623-105
Officer Evaluation Reporting System

AR 670-1
Wear and Appearance of Army Uniforms
and Insignia

DA Pam 351-4
U.S. Army Formal Schools Catalog

DA Pam 351-20

Correspondence Course Catalog

DA Pam 600-11

Warrant Officer Professional Development

DA Pam 611-21

Personnel Selection and Classification
Military Occupational Classification and
Structure

DA Cir 601 series

Warrant Officer Procurement Program

NGR 40-501

Medical Examinations for Members of the
Army National Guard

NGR 95-1

Army Aviation - General Provisions and
Flight Regulations

NGR 310-10

Military Orders

NGR 350-1

Training - Army National Guard

NGR 351-1

Individual Military Education and Training

NGR 600-5

The Active Guard/Reserve (AGR) Program,
Management of Title 32, U.S.C., Full Time
National Guard Personnel

NGR 600-10

ARNG Tour Program (NGR Controlled Title
10 U.S.C. Tours)

NGR 600-105

Aviation Service of Rated Army Officers

NGR 611-110

Selection and Training of Army Aviation
Officers

NGR 614-1

Inactive Army National Guard Administration

NGR 635-100

Termination of Appointment and Withdrawal
of Federal Recognition

NGR 635-101

Efficiency and Physical Fitness Boards

NGR 635-102

Officers and Warrant Officers Selective
Retention

Appendix B

Documents Required by National Guard Bureau for Federal Recognition

[illegible]

Appendix C

NGB transmittals order of document assembly

NOTE: Continue assembly in succeeding order when a document is not applicable.

FOR ALL APPOINTMENTS INCLUDING CERTIFICATE OF ELIGIBILITY ACTIONS:

1. NGB Form 62E
2. NGB Form 337 (when applicable)
3. State appointment order
4. NGB Form 89
5. Senior Regular Army Advisor Memorandum
6. MOS proponent approval of entry into MOS training
7. NGB Form 60 or DD Form 368 (when applicable)
8. Military education documents (diploma(s)/DA Forms 1059 etc)
9. Civilian education documents (high school diploma as a minimum).
10. DD Forms 2807-1 and 2808
11. DA Form 5500/5501 Body Fat Content Worksheet (when applicable).
12. Copy of Social Security card or statement (Fig 3-3)
13. Copy of birth certificate or verification statement
14. Verification of security clearance (Fig 3-1)
15. Statement of military service obligation IAW AR 135-91 (when applicable)
16. TAG/CNGB or Secretary of the Army waiver approval (when applicable)
17. Reserve of the Army appointment Memorandums or orders (when applicable)
18. DD Form 214 (when applicable)
19. Statement of understanding if unable to complete 20 years of service for retirement (Fig 3-4), (when applicable)
20. Military Award orders and citations (when applicable)
21. Orders or Memorandum appointing the Federal Recognition Board
22. Aviation Service order request (when

applicable)

FOR CHANGE OF STATE ACTIONS:

1. Transmittal Memorandum to Chief, NGB-ARP-C
2. Appointment order from gaining State
3. NGB Form 337
4. Transfer order from losing State
5. DA Form 4187 from Officer
6. Documents for MOS change (when applicable) Refer to Appendix B for MOS change when concurrent to change of State.

FOR PROMOTION ACTIONS:

1. State promotion order (Additional instructions must include: paragraph, line, UIC, Grade and DMOS of position individual being promoted in).
2. NGB Form 89
3. Military education certification (include only the diploma or DA Forms 1059 etc of required course completion for this promotion, i.e. WOBC for CW2; WOSSC for CW5).
4. DD Forms 2807-1 and 2808 and Annual Medical Certificate Appendix B, NGR 40-501)
5. DA Form 3349 Physical Profile (when applicable)
6. Extract of TDA/MTOE showing para/line of assigned position.
7. Memorandum from NGB-ARZ-T (for AGR Soldiers serving in the Title 10 AGR program)
8. First line Chain of Command Memorandum recommending officer for promotion.
9. Remaining Chain of Command Memorandums
10. Any required waiver(s) of promotion policies when applicable)
11. Orders or Memorandum appointing the Federal Recognition Board
12. DA Form 71 Oath of Office (only when promoted to CW2)

FOR MOS CHANGE ACTIONS:

1. The Adjutant General's transmittal

Implementation Policy (NGR 600-101)
October 2006

Memorandum to Chief, NGB-ARP-C

2. State MOS change order

3. NGB Form 89, if applicable

4. Senior Regular Army Advisor

Memorandum

5. Military education certificate (include only the DA Form 1059 or diploma indicating certification in the new MOS)

6. Any other chain of command

Memorandum(s)

7. Orders or Memorandum appointing the Federal Recognition Board